

# Panasonic

Multi-Function  
Plain Paper FAX

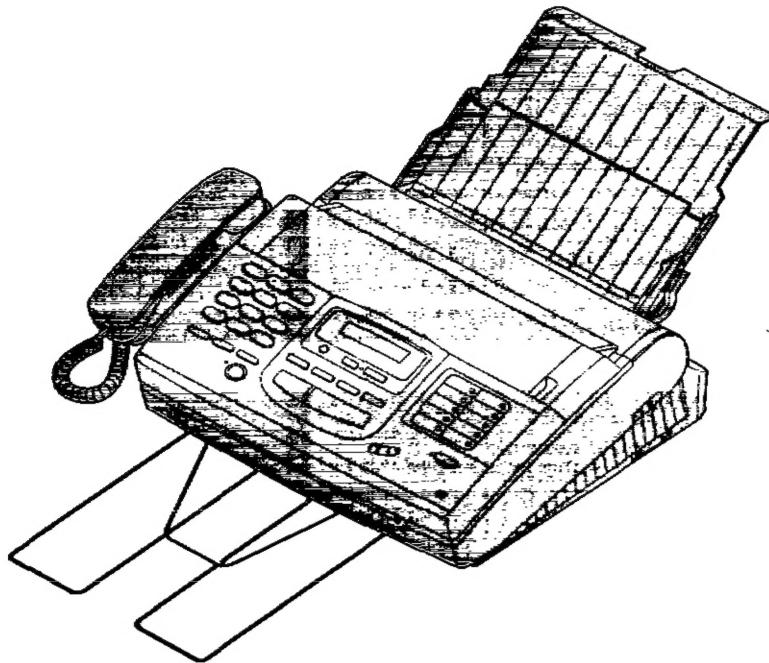
Model No.

## KX-F1830E

TO GET STARTED  
EASILY,  
PLEASE READ  
THIS SECTION FIRST.



# OPERATING INSTRUCTIONS



Please read these Operating Instructions  
before using the unit and save them for future  
reference.

**Thank you for purchasing the Panasonic Multi-Function Plain Paper Facsimile.**

## **Welcome to the world of Panasonic facsimiles.**

This Panasonic Multi-Function plain paper facsimile combines the telephone, telephone answering system, copier, scanner, PC Fax and printer functions. Use of this product should lead to a more efficient office or home. By using the many features of this product you can maximise its effectiveness.

### **For your future reference**

Date of purchase \_\_\_\_\_

Serial No. \_\_\_\_\_

(found on the bottom of the unit)

Dealer's name and address \_\_\_\_\_

Dealer's telephone number \_\_\_\_\_

### **Caution:**

- Note that the images of copied or received documents will remain on the used film. When disposing of the used film, use discretion.
- Do not rub or use an eraser on the printed side, as the print may smear.

### **Trademarks**

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**IMPORTANT**

# **Panasonic**

## **WARRANTY REGISTRATION**

**PLEASE COMPLETE, THEN FAX THIS FORM TO 0541-583250  
TO REGISTER FOR YOUR 12 MONTHS FREE ON-SITE SERVICE**

Thank you for purchasing your Panasonic Multi-Function plain paper facsimile. By filling in the section below, this will ensure the following:

- We will register your machine on our warranty database. Should you ever require a service call under warranty, your call will be dealt with quickly and efficiently.
- We will send you a reply fax to confirm your registration and the correct operation of your machine.
- If you have any problems. Please call us on 0541 580560.

**Simply, follow these instructions:**

**1. Please fill in the section below in block capitals and in ink.**

Your name

Company name (if applicable)

Your address

Your postcode

Telephone no.  Fax no.

Model no.

Serial no.  Day  Month  Year

**2. Fax this form to 0541 583250 and we will confirm receipt of your details by fax. Please allow 14 working days for this. In addition, we will also send you information of our maintenance contracts and a "frequently asked questions" helpsheet for your machine.**

## **TERMS AND CONDITIONS**

1. This Warranty is in addition to and does not in any way affect any statutory or other rights of consumer purchasers. This warranty relates only to product used within Mainland Great Britain, please refer to your dealer for warranty information relating to use elsewhere within the United Kingdom.
2. This product is approved for use only on the United Kingdom's Public Switched Telephone Network and should be used only for normal purposes and in accordance with standard operating instructions.
3. You should complete the registration form overleaf and fax send it to us within 7 days of purchase; failure to do so may result in delays in providing warranty service.
4. This warranty covers breakdowns due to design or manufacturing faults; it does not apply to damage, however caused, wear and tear, neglect, incorrect adjustment or repair, or to any items of limited natural life.
5. This warranty does not cover any optional accessories which may have been purchased either at the same time as, or subsequent to, the main unit. Such accessories should be returned to the point of purchase if found to be faulty.
6. In the event of a failure, please take the following action:
  - a. Refer to the "Troubleshooting" section of your instruction manual in order to identify and possibly correct the problem;
  - b. If the fault cannot be resolved and you require a trained engineer to call, please contact the service centre on 0541 580560.

Before you telephone have the following information ready:

- Your post code, telephone number, contact name, model no. and serial no.
- A good description of the fault and any other relevant information.
- State also if the repair is to be carried out under warranty or chargeable (out of warranty).

A trained operator will discuss the nature of the perceived fault over the phone and if still unresolved will arrange for an engineer to visit.

When the operator calls please have ready proof of purchase for under warranty repair. It is your responsibility to prove that the unit is under warranty; if this is not possible the repair will be undertaken on a chargeable basis.

7. Your sole and exclusive remedy under this guarantee against us is for repair, or at our option the replacement, of the product or any defective part or parts. No other remedy, including, but not limited to, incidental or consequential damage or loss of whatsoever nature shall be available to the purchaser.
8. The warranty period applicable to this product shall be 12 months from the date of purchase.

# Important safety instructions

When using this unit, basic safety precautions should always be followed to reduce the risk of fire, electric shock, or personal injury.

1. Read and understand all instructions.
2. Follow all warnings and instructions marked on this unit.
3. Unplug this unit from the mains outlets before cleaning. Do not use liquid or aerosol cleaners. Use a damp cloth for cleaning.
4. Do not use this unit near water, for example: near a bath tub, wash bowl, kitchen sink, etc.
5. Place this unit securely on a stable surface. Serious damage and/or injury may result if the unit falls.
6. Do not cover slots and openings on the unit. They are provided for ventilation and protection against overheating. Never place the unit near radiators, or in a place where proper ventilation is not provided.
7. Use only the power source marked on the unit. If you are not sure of the type of power supplied to your home, consult your dealer or local power company.
8. This product is supplied with a moulded plug. This plug has three conductors. If the type of moulded plug does not fit your socket contact an electrician to replace your socket. Do not modify the connection this may make the product unsafe.
9. Do not place objects on the power cord. Install the unit where no one can step or trip on the cord.
10. Do not overload mains outlets and extension cords. This can result in the risk of fire or electric shock.
11. Never push any objects through slots in this unit. This may result in the risk of fire or electric shock. Never spill any liquid on the unit.
12. To reduce the risk of electric shock, do not disassemble this product, but take it to a qualified engineer when maintenance or repair work is required. Opening or removing covers may expose you to dangerous voltages or other risks. Incorrect re-assembly could cause an electric shock when the unit is subsequently used.
13. Unplug this unit from the mains outlet and refer servicing to qualified service personnel when the following conditions occur:
  - A. When the power supply cord or plug is damaged or frayed.
  - B. If liquid has been spilled into the unit.
  - C. If the unit has been exposed to rain or water.
  - D. If the unit does not work normally by following the operating instructions. Adjust only controls covered by the operating instructions. Improper adjustment may require extensive work by a qualified technician.
  - E. If the unit has been dropped or physically damaged.
  - F. If the unit exhibits a distinct change in performance.
14. During thunderstorms, avoid using telephones except cordless types. There may be a remote risk of an electric shock from lightning.
15. Do not use this unit to report a gas leak, when in the vicinity of the leak.

## SAVE THESE INSTRUCTIONS

### INSTALLATION:

1. Never install telephone wiring during a lightning storm.
2. Never install telephone jacks in wet locations unless the jack is specifically designed for wet locations.
3. Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface.
4. Use caution when installing or modifying telephone lines.

### WARNING:

To prevent the risk of fire or electrical shock, do not expose this product to rain or any type of moisture.

### OTHER INFORMATION

- Keep the unit away from electrical noise-generating devices, such as fluorescent lamps and motors.
- The unit should be kept free from dust, high temperature and vibration.
- The unit should not be exposed to direct sunlight.
- Do not place heavy objects on top of this unit.
- Do not touch the plug with wet hands.

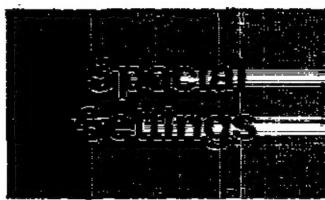
# Table of Contents

## Quick Start

<b>Before you start</b>	
• Included accessories .....	8
• Accessory order information .....	8
• Overview .....	9
<b>Installation</b>	
• Installing the diverter .....	10
• Installing the paper .....	10
• Connecting the telephone line and the power outlet .....	12
• Location of controls .....	13
• Help function .....	14
<b>Initial preparation</b>	
• Setting the date and time .....	15
• Setting your logo .....	16
• Setting your facsimile telephone number .....	17
<b>Basic operations</b>	
• Making voice calls .....	18
• Answering voice calls .....	19
• Making a copy .....	20
• Transmitting documents .....	22
• Receiving documents (receive mode, etc.) .....	24
• Operating the answering device .....	28

## Advanced Operations

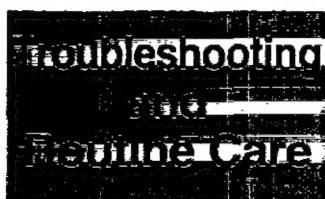
<b>Special receiving modes</b>	
FAX mode (receiving fax documents only) .....	32
TEL/FAX mode (automatic voice and fax recognition) .....	33
<b>Automatic dialling</b>	
Storing telephone numbers for automatic dialling .....	36
Making voice calls using automatic dialling .....	37
Transmitting documents using automatic dialling .....	37
Electronic telephone directory (selecting a station name in the directory) .....	38
<b>Telephone</b>	
Voice contact (talking to the caller during or after fax reception or transmission) .....	39
TONE, RECALL and REDIAL/PAUSE buttons .....	40
<b>Special sending features</b>	
Polling (retrieving fax documents) .....	41
Delayed transmission (sending a fax at a later time) .....	42
Transmitting documents from memory .....	43
Transmitting documents to multistations .....	44
Reserving transmission during fax reception .....	46
Printing a cover page .....	46
<b>Special receiving features</b>	
Remote fax receiving (using an extension telephone to receive a fax message) ..	47
Junk mail prohibitor (preventing the reception of unwanted fax documents) ..	48
<b>Answering device</b>	
Recording your own greeting messages .....	49
Transferring incoming call messages .....	51
Operating the answering device from a remote telephone .....	53
<b>Enhanced copy features</b>	
Making an extension copy .....	58
Making a reduction copy .....	59



Summary of user programmable features .....	60
Setting the ANS/FAX mode ring count .....	61
Setting the FAX mode ring count .....	62
Setting the TEL/FAX mode ring count .....	62
Setting the silent fax recognition ring count .....	63
Changing the caller's recording time .....	63
Changing the logo print position .....	64
Sending documents overseas .....	64
Film/Paper save reception .....	65
Receiving oversized documents .....	66
Changing the display contrast .....	67
Setting the message alert .....	67
Setting the recording time alert .....	68
Setting the memory reception alert .....	68
Setting the recall mode .....	69
Setting the friendly reception .....	70
Setting the fax voice guidance .....	70
Changing the recording time for the ANS/FAX greeting message .....	71
Setting the ICM monitor .....	71
Signaling your pager that you have received a fax document .....	72
Setting the film detection .....	73
Resetting the advanced features .....	74
ECM communication .....	74
Printing reports and lists .....	75



Features .....	78
Preparation .....	78
Connecting to a computer .....	78
Installing the Multi-Function Centre software .....	79
Included applications .....	79
Printing/faxing from a Windows application .....	80
Receiving faxes on your PC .....	84
Faxing a document on the facsimile unit .....	87
Making an Address Book .....	88
Scanning and saving documents .....	89
Receiving faxes directly to your fax machine .....	90
Getting help for further information .....	91



<b>Troubleshooting</b>	
Error messages on the display .....	93
Before requesting help .....	95
If a power failure occurs... .....	97
Error codes on your PC when using Multi-Function Centre software .....	98
Clearing a recording paper jam .....	100
Clearing a document jam .....	102
Adjusting the feeder pressure .....	102
<b>Routine care</b>	
Checking the remaining film .....	103
Replacing the film or film cartridge .....	103
Cleaning the inside of the unit .....	105



Important information .....	106
Fitting a plug to the mains lead .....	108
CONDITIONS OF GUARANTEE .....	109
Specifications .....	110
One-touch dialling list .....	111
Speed dialling list .....	113
Index .....	115

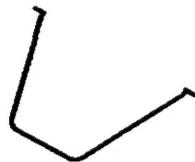
# Before you start

## Included accessories

Check Start

Mains lead ..... 1 pc.	Telephone line cord ..... 1 pc.	Handset ..... 1 pc.	Handset cord ..... 1 pc.
			
PQJA10013Z	PQJA87S	PFJXE0405Z	PQJA212M

Diverter ..... 1 pc.



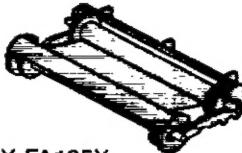
PFUS1074Z

Paper tray ..... 1 pc.



PFYEF1010AL

Film cartridge ..... 1 pc.  
(with starter film)



KX-FA135X  
—The film cartridge is pre-installed.

Panasonic Multi-Function Centre Software (Floppy disks) .... 3 pcs.



PFZXF1830E

•If any items are missing or damaged, contact your supplier.

•Save the original carton and packing materials for future shipping and transporting of the unit.

•For further accessory orders, please contact your local Panasonic Authorised Dealer.

## To use this unit with your PC

A RS232C cable (DB9 Female/DB25 Male) is required to connect to a personal computer.

Please purchase a cable less than 3 m long at any computer supply store.

## Accessory order information

The film supplied with this unit is only 20 meters (65') long. We recommend buying the replacement film [100 m (328')] for stock.

Model No.	Description	Specifications	Comment
KX-FA135X	Film cartridge	1 cartridge and 1 film [216 mm × 100 m (8½" × 328') roll]	The film has been already installed in the cartridge.
KX-FA136X	Replacement film	2 films [216 mm × 100 m (8½" × 328') rolls]	Film only. Use with your original cartridge.

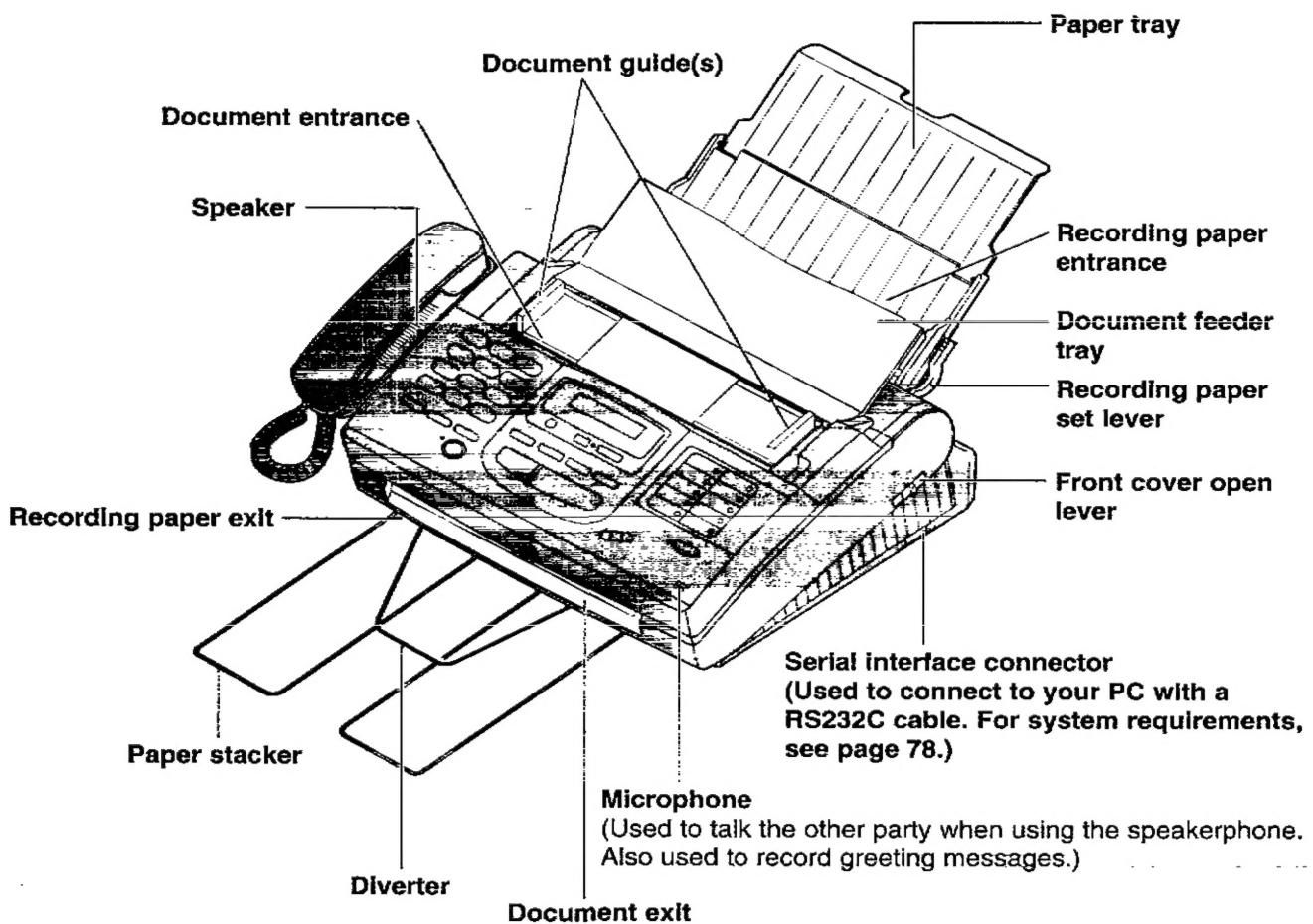
### Note:

The film is not reusable. Do not rewind and use the film again.

# Overview



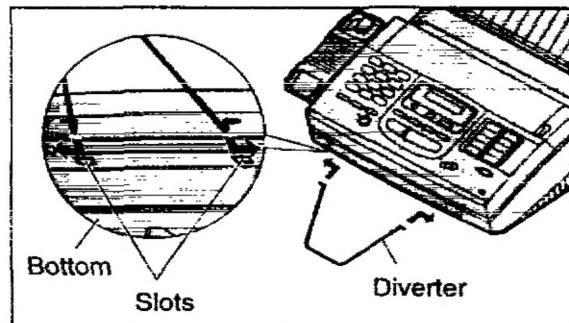
## Before you start



# Installation

## Installing the diverter

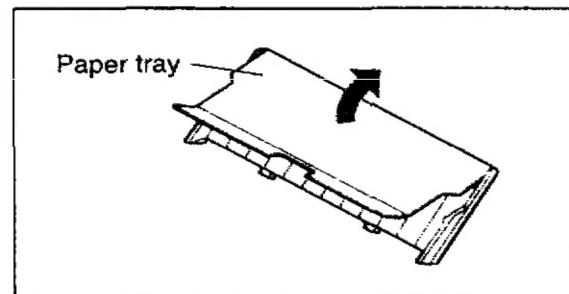
Insert the diverter into the slots on the main unit until it clicks into place.



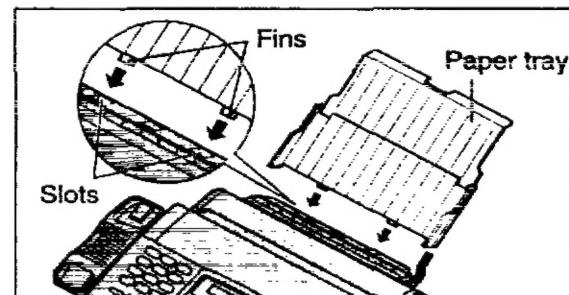
## Installing the paper

The recording paper size that can be loaded is A4. The paper tray can hold up to 150 sheets of 75 g/m<sup>2</sup> (20 lb.) paper. Use 60 to 90 g/m<sup>2</sup> (16 to 24 lb.) paper.

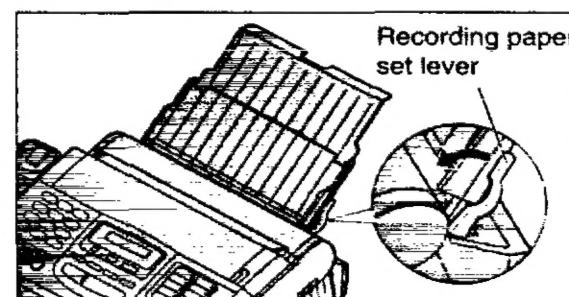
- 1 Open the paper tray.



- 2 Insert the two fins on the paper tray into the slots on the back of the unit.

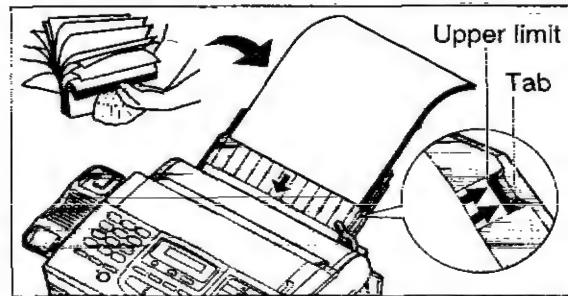
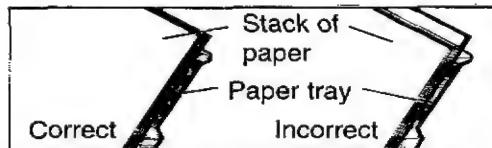


- 3 Pull the recording paper set lever forward.



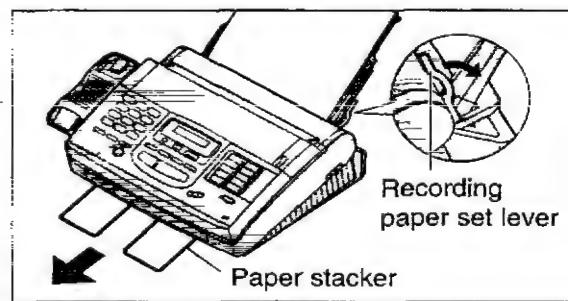
## 4 Fan the stack of paper to avoid a paper jam and insert the paper into the paper tray.

- The height of the stack of the paper should not exceed the upper limit on the paper tray, or it may cause a paper jam.
- The paper should not be over the tab.
- If the paper is not inserted correctly, readjust the paper or a paper jam may occur.



## 5 Move the recording paper set lever back. Pull out the paper stacker completely from the bottom of the unit.

- Do not place the unit in areas where the paper tray may be obstructed by walls, etc.



### Note:

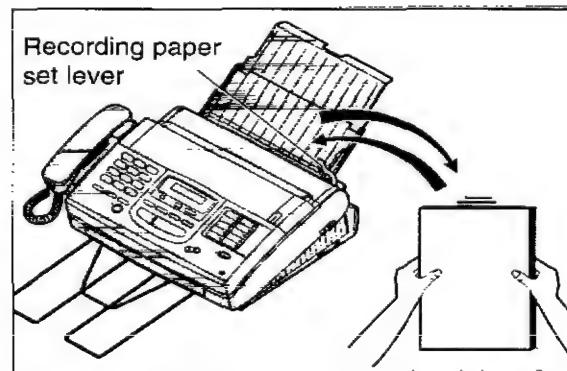
- Do not use different types or thicknesses of paper in the paper tray at the same time. This may cause a paper jam.
- Avoid extremely smooth or shiny paper that is highly textured. Also avoid paper that is coated, damaged or wrinkled or paper with a cotton and/or fiber content that is over 20%.
- Avoid used paper for double-sided printing.
- Do not use paper printed from this unit for double-sided printing with other copiers or printers, or a paper jam may occur.

## Adding paper to the paper tray

1. Pull the recording paper set lever forward.
- The unit will beep and the following message is displayed.

Display: **CHECK LEVER**

2. Remove the paper from the paper tray.
3. Add more paper to the removed paper.
4. Fan the entire stack of paper and insert it into the paper tray.
5. Move the recording paper set lever back.



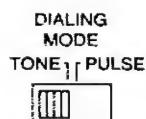


# Connecting the telephone line and the power outlet

**Dialling mode switch:**

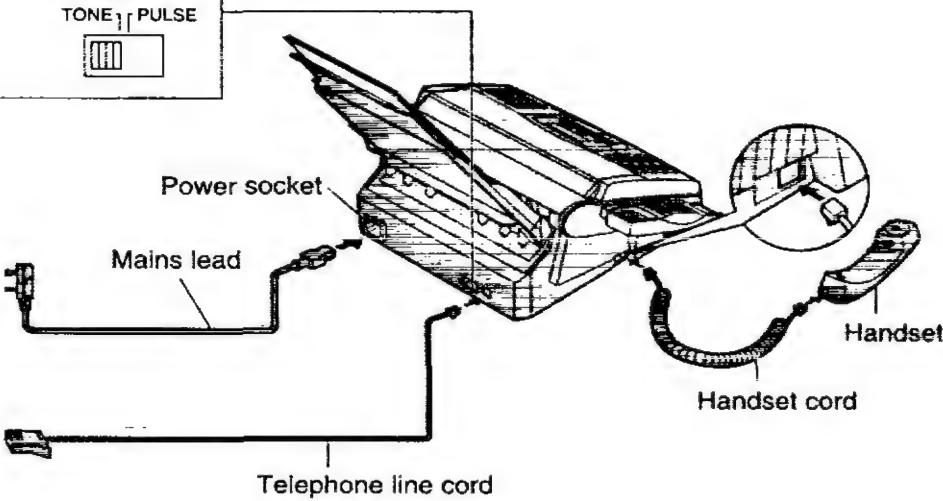
Set to TONE.

- If you cannot dial, set to PULSE.



To Household Mains Supply (220–240 V, 50 Hz)

To B.T. socket

**Note:**

- When you operate this product, the power outlet should be near the product and easily accessible.
- If the following message is displayed when the unit is plugged in, the recording paper set lever is released.

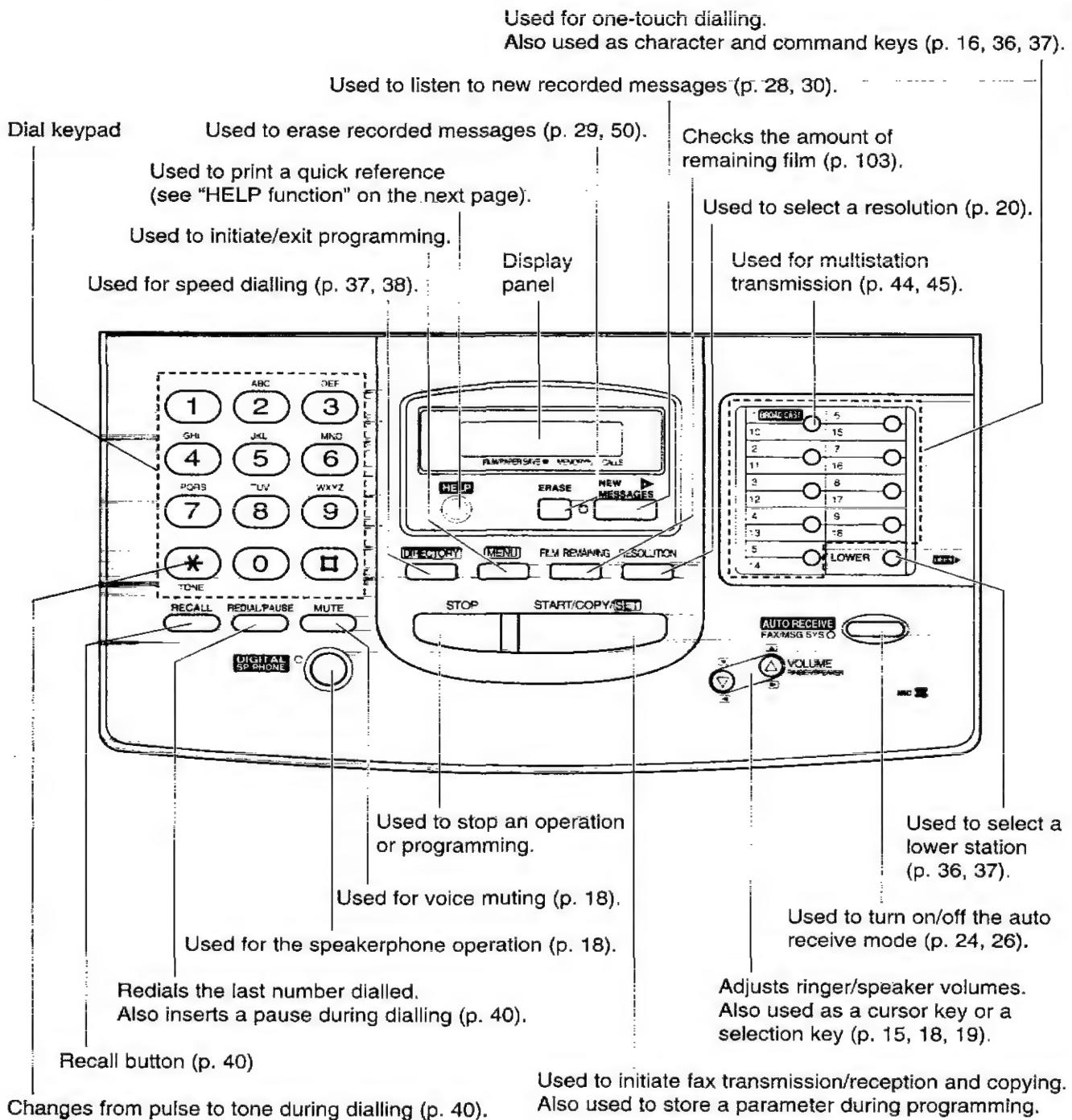
Display: **CHECK LEVER**

Move the lever back (see step 5 on page 11).

- When a mains power failure takes place, you are only able to use the unit as a standard telephone.
- Telephone line connection and handset connection are at TNV (Telecommunication Network Voltage).

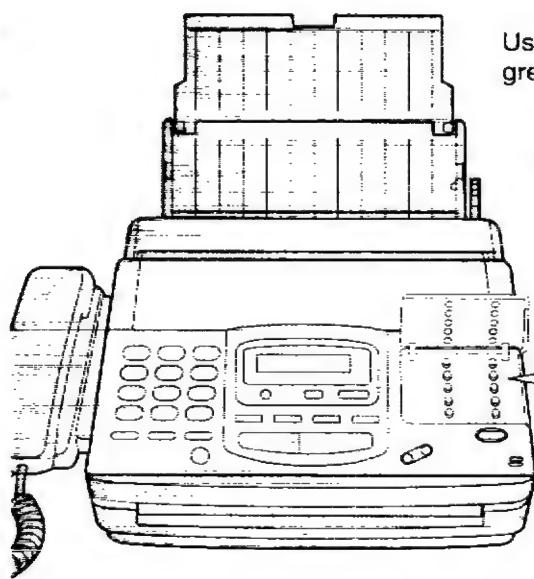
# Location of controls

## Control panel



## Location of controls (cont.)

### Answering control buttons



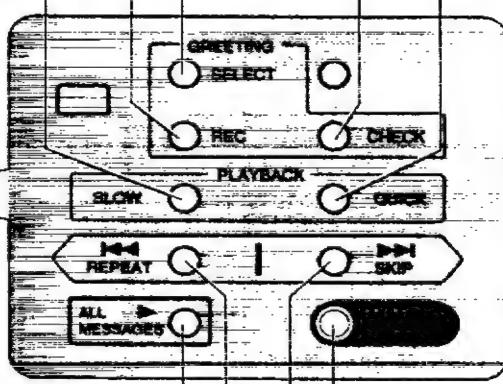
Used to select a greeting message (p. 49, 50).

Used to record a greeting message (p. 49).

Used for slow playback (p. 30).

Used to check greeting messages (p. 50).

Used for quick playback (p. 30).



Used to play back all messages (p. 28, 30).

Used to repeat recorded messages (p. 30).

Used to skip a recorded message (p. 30).

Used to record a memo message (p. 31).  
Also used to record a telephone conversation (p. 31).

### Help function

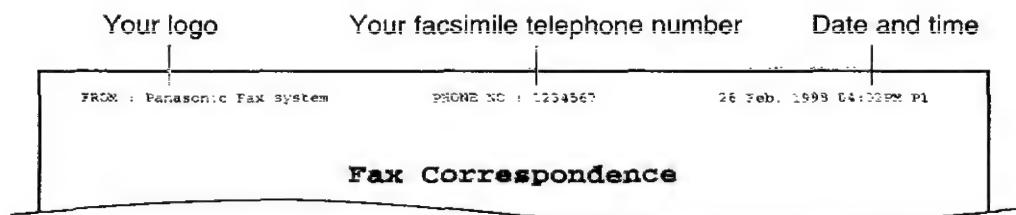
For assistance, press **HELP**. The unit will print a quick reference sheet.



# Initial preparation

Before using your unit, program the correct date and time, your logo and your facsimile telephone number.

This information will be printed on the top of each page transmitted from your unit.



Quick Start

## Initial preparation

### Setting the date and time

1 Press **[MENU]**.

Display: **SYSTEM SET UP**

2 Press **#**, then **0 1**.

**SET DATE & TIME**

3 Press **START/COPY/SET**.

**DAY 01**

4 Enter the correct day using 2 digits, then press **START/COPY/SET**.

**MONTH 01**

5 Enter the correct month using 2 digits, then press **START/COPY/SET**.

**YEAR 98**

6 Enter the last 2 digits of the year, then press **START/COPY/SET**.

**TIME 12:00AM**

7 Enter the correct hour and minute by selecting each 2 digits.  
Press **\*** to select AM or PM.

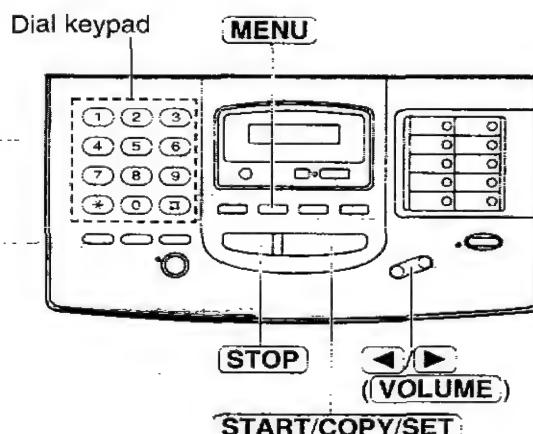
**Example: To set 3:00PM**

Press **0 3 0 0**, then press **\*** until PM is displayed.

• If you make a mistake, press **◀ ▶ (VOLUME)** to move the cursor to the incorrect number, then make corrections.

8 Press **START/COPY/SET**.

9 Press **[MENU]**.



#### Note:

- Do not enter 24 hour clock time as this unit will only accept 12 hour clock entries.
- If you press **STOP** while programming, the display will return to the previous one.
- The accuracy of the clock will be approximately ±60 seconds a month.

# Setting your logo

The logo can be a company, division or personal name in an abbreviated form.

**1** Press **MENU**.

Display: **SYSTEM SET UP**

**2** Press **#**, then **0 2**.

**YOUR LOGO**

**3** Press **START/COPY/SET**.

**LOGO=**

**4** Enter your logo up to 30 characters using the dial keypad and one-touch memory keys.

For example, when entering "Bill" as your logo:

1. Press **2** twice.

**LOGO=B**

2. Press **4** six times.

**LOGO=Bi**

3. Press **5** six times.

**LOGO=Bil**

4. Press **▶ (VOLUME)** to move the cursor and press **5** six times.

**LOGO=Bill**

**Note:**

- If you use the same number key continuously to enter the next character, press **▶ (VOLUME)** to move the cursor.

**5** Press **START/COPY/SET**.

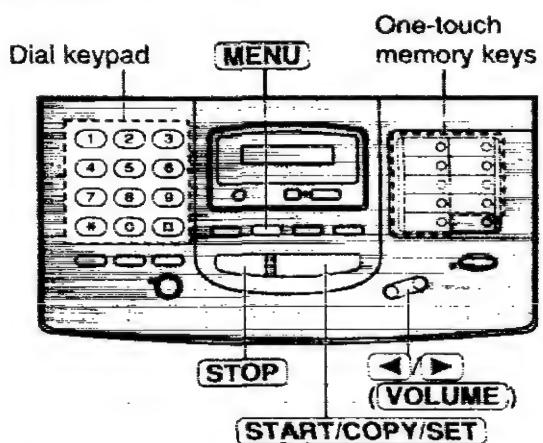
**6** Press **MENU**.

## To correct a mistake while programming

Use **◀ ▶ (VOLUME)** to move the cursor to the incorrect character, then make the correction.

or

Press **STOP** to delete the character to the left of the cursor.



Character table

Keys	Characters
<b>1</b>	1 [ { } + - / = , . - '
<b>2</b>	A B C a b c 2
<b>3</b>	D E F d e f 3
<b>4</b>	G H i g h i 4
<b>5</b>	J K L j k l 5
<b>6</b>	M N O m n o 6
<b>7</b>	P Q R S p q r s 7
<b>8</b>	T U V t u v 8
<b>9</b>	W X Y Z w x y z 9
<b>0</b>	0 ( ) < > ! * # \$ % & ¥
<b>1</b> <b>0</b>	: ; ? ! * @ ^ ' →
<b>2</b> <b>0</b>	INSERT key (Used to insert one character or one space.)
<b>3</b> <b>0</b>	SECRET key (Used for automatic dialling on page 36.)
<b>6</b> <b>0</b>	SPACE key (Used to replace one character with a space.)
<b>7</b> <b>0</b>	DELETE key (Used to delete one character.)
<b>8</b> <b>0</b>	HYPHEN key (Used to insert a hyphen.)
<b>◀</b> <b>0</b>	◀ key (Used to move the cursor to the left.)
<b>▶</b> <b>0</b>	▶ key (Used to move the cursor to the right.)

# Setting your facsimile telephone number

1 Press **MENU**.

Display: SYSTEM SET UP

2 Press **#**, then **0 3**.

YOUR TEL NO.

3 Press **START/COPY/SET**.

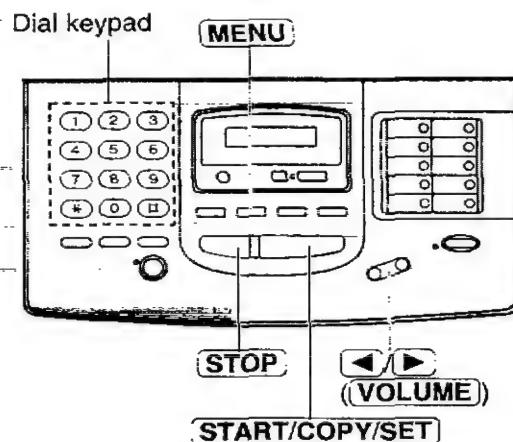
NO. =

4 Enter your facsimile telephone number up to 20 digits.

- The **#** button inserts a space and the **\*** button a "+".
- To correct a mistake:  
Use **◀ ▶ (VOLUME)** to move the cursor to the incorrect character, then make the correction.  
or  
Press **STOP** to delete the character to the left of the cursor.

5 Press **START/COPY/SET**.

6 Press **MENU**.



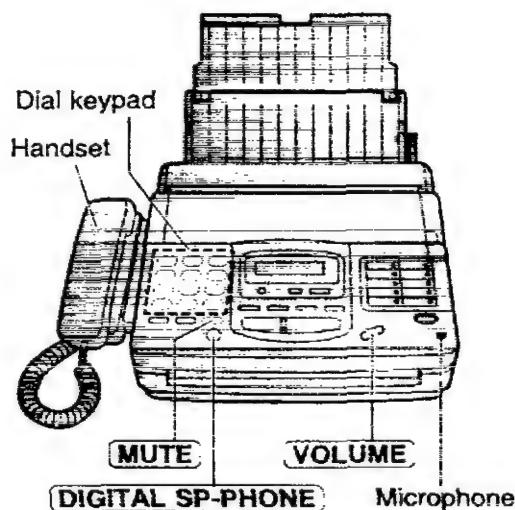
**Note:**

- We recommend you to write down your facsimile telephone number on the telephone number card (white label) of the handset cradle.

# Basic operations

## Making voice calls

- 1 Press **DIGITAL SP-PHONE** or lift the handset.
- 2 Dial the telephone number.
  - If you misdial, press **DIGITAL SP-PHONE** or hang up and dial again.
- 3 When the other party answers, speak into the microphone or handset.
- 4 When finished, press **DIGITAL SP-PHONE** or hang up the handset.



### Voice muting

Using this feature, the other party cannot hear you but you can hear them.

1. Press **MUTE** during a telephone conversation.

Display: < MUTE >

2. To resume the conversation, press **MUTE**.

### Speaker volume

Press **VOLUME** (▼ ▲) while using the speakerphone.

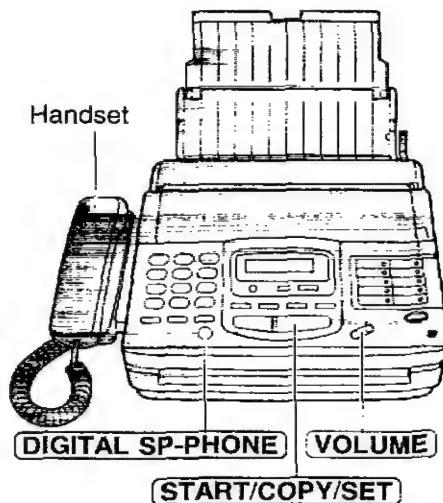
- 8 levels (high to low) are available.

#### Hints for speakerphone operation:

- Use the speakerphone in a quiet room.
- If you have difficulty hearing the other party, adjust the volume using **VOLUME**.
- If you and the other party speak at the same time, parts of your conversation will be cut off.
- To switch to the handset, lift the handset. To switch back to the speakerphone, press **DIGITAL SP-PHONE**.

# Answering voice calls

- 1** When the unit rings, press **DIGITAL SP-PHONE** or lift the handset.
- 2** When finished, press **DIGITAL SP-PHONE** or hang up the handset.



## Ringer volume

Press **VOLUME** ( $\downarrow$ / $\uparrow$ ) while the unit is idle.  
• 4 levels (high/middle/low/off) are available.

To turn the ringer off:

1. Press **VOLUME** ( $\downarrow$ ) repeatedly.  
• The following messages will be shown alternately:

Display: RINGER OFF= OK?  
↓  
YES: PRESS SET

2. Press **START/COPY/SET**.

While the ringer volume is set to off:

The display will show the following message and the unit will not ring when receiving a call:

RINGER OFF

When receiving a call, the unit will not ring, but will show the following message:

INCOMING CALL

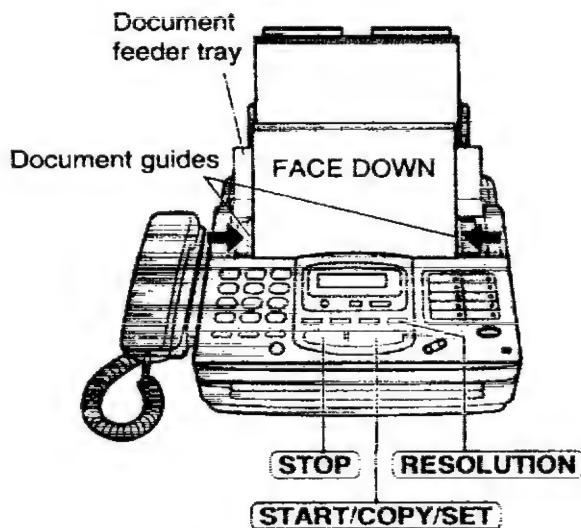
# Making a copy

Any transmittable document can be copied.

- 1** Open the document feeder tray.
- 2** Insert the documents (up to 15 sheets) FACE DOWN until a beep tone is heard.
- 3** Adjust the document guides to the width of the document.
- 4** Press **RESOLUTION**, repeatedly to the desired setting, if needed (see below).
- 5** Press **START/COPY/SET**.
  - The unit will start printing.

**Note:**

- If a resolution is not set, FINE resolution will automatically be selected.
- You can make or receive a voice call while making a copy.

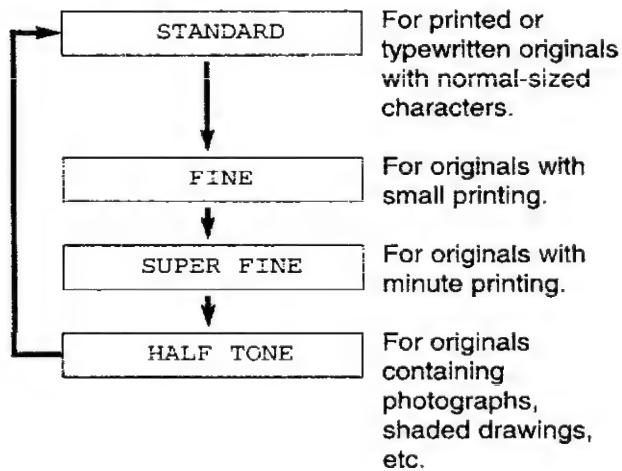


## To stop copying

Press **STOP**.

## Selecting the resolution

You can select the desired resolution by pressing **RESOLUTION**.



**Note:**

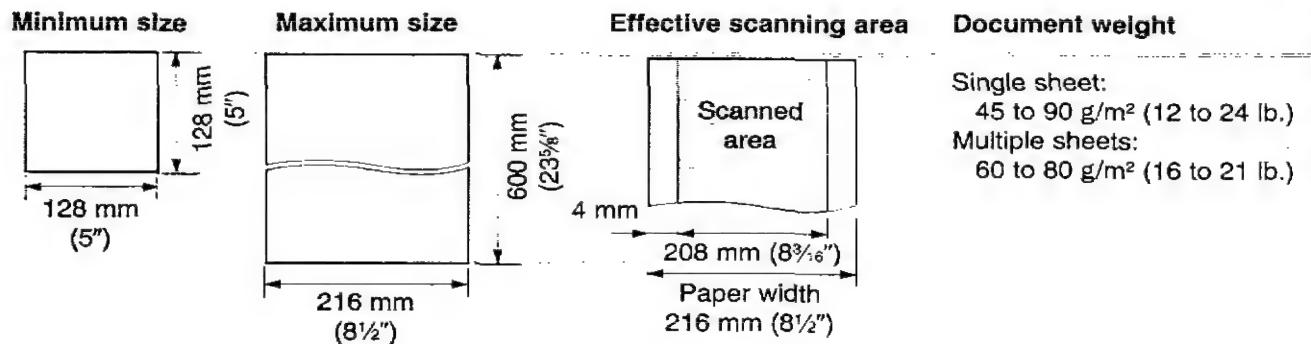
- Using the fine, super fine or half tone setting will increase the transmission time.
- If the resolution setting is changed during feeding, it will be effective from the next sheet.
- The super fine resolution only works with other compatible machines.

## To feed 16 or more sheets at a time

Insert the first 15 sheets of the document. Add the extra sheets (up to 15) before the last sheet is fed into the unit.



## Documents the unit can feed

**Note:**

- Remove clips, staples or other similar fastening objects.
- Check that ink, paste or correction fluid has dried.
- Do not send the following types of documents: (Use copies for fax transmission.)
  - Chemically treated paper, such as carbon or carbonless duplicating paper
  - Electrostatically charged paper
  - Heavily curled, creased or torn paper
  - Paper with a coated surface
  - Paper with a faint image
  - Paper with printing on the opposite side that can be seen through the front (e.g. newspaper)

# Transmitting documents

- 1** Open the document feeder tray.
- 2** Insert the documents FACE DOWN (up to 15 sheets) until a beep tone is heard.
- 3** Adjust the document guides to the width of the document.
- 4** Press **RESOLUTION** repeatedly to the desired setting, if needed (see page 20).
- 5** Press **DIGITAL SP-PHONE** or lift the handset.
- 6** Dial the telephone number.
  - If you misdial, hang up and dial again.
- 7** When a fax tone is heard, press **START/COPY/SET**.
- 8** Hang up the handset if using it.

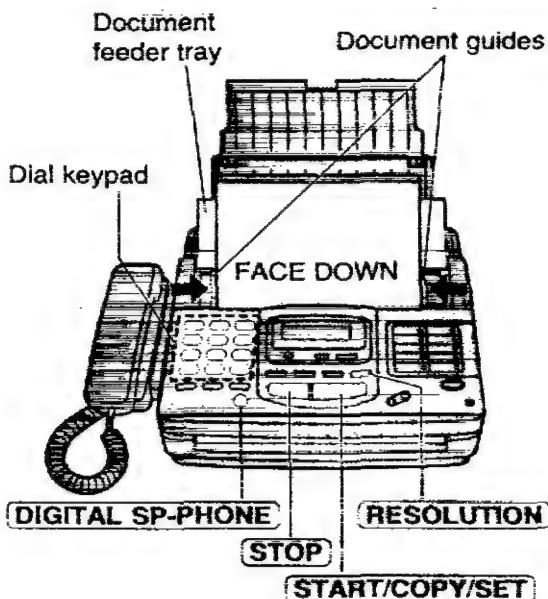
**Note:**

- If the other party answers your call, ask them to start receiving a fax, then press your **START/COPY/SET**.

## To stop transmission

Press **STOP**.

- To eject the document, press **STOP** again.



## Fax voice guidance about transmission

After transmission, one of the following messages will tell you the result.

— *Transmission is complete.*

— *Transmission has failed.*

— *Transmission has been interrupted.*

You can set this feature to OFF and the guidance will not be heard. Or you can set this feature to ERROR and the guidance will prompt you only when fax transmission fails (see page 70).

## Need help?—Follow the voice guide

**1** Press **MENU** until the following is displayed.

Display: XMT VOICE GUIDE

**2** Press **HELP**.

**Voice guide:**

*To transmit, Insert the document face down until you hear the beep.*

**3** Insert the documents FACE DOWN until a beep tone is heard.

**Voice guide:**

*Press the speaker phone button, then dial the phone number. When the fax tone is heard, press the start button.*

**4** Press **DIGITAL SP-PHONE**.

**5** Dial the telephone number.

**6** When a fax tone is heard, press **START/COPY/SET**.

**Voice guide:**

*Start transmission.*

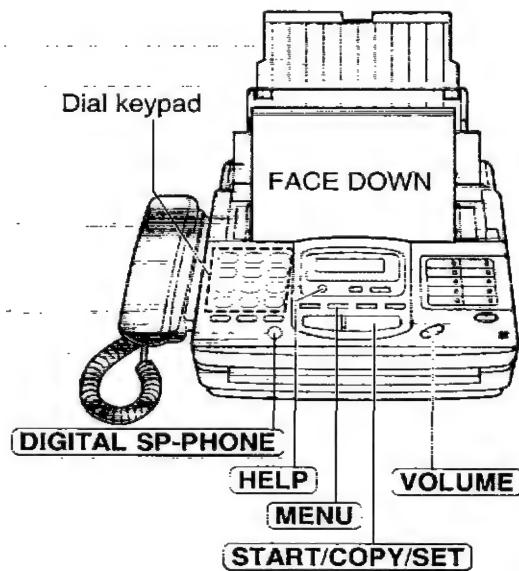
**Note:**

- You can lift the handset instead of pressing **DIGITAL SP-PHONE** in step 4.

### Fax voice guidance volume

Press **VOLUME** (▼/▲) while listening to the voice guidance.

- 9 levels (high to off) are available.



# Receiving documents (receive mode, etc.)

## Setting the receive mode

The unit has two receive modes:

The **AUTO RECEIVE** mode allows your unit to receive all calls automatically without your assistance.

Use this mode when you wish to use the unit solely as a facsimile machine or when you are going out.

The **MANUAL RECEIVE** mode lets you answer calls by lifting the handset. Use this mode when you are in and wish to answer voice and fax calls.

These modes can be selected by pressing the **AUTO RECEIVE** button.

AUTO RECEIVE and MANUAL RECEIVE have two different receive settings.

### MANUAL RECEIVE MODE



The FAX/MSG.SYS. indicator is off.

<b>TEL mode (pre-selected)</b>	<b>Allows you to answer all calls manually.</b>
	When the unit rings, you must answer all calls by picking up the handset. • When a fax call is received, you can start fax reception by pressing <b>START/COPY/SET</b> . For further details, see page 25. • You can change to the ANS/FAX mode from a remote location. Call your unit from a touch tone telephone and wait for 20 rings. The answering system will temporarily answer the line. Then enter the remote operation ID (page 54) during the greeting message. The unit will switch to the ANS/FAX mode.
<b>TEL/FAX mode</b>	<b>Automatic voice and fax recognition</b>
	When a fax call is detected, the unit will automatically answer the line and start reception. When a voice call is detected, the unit will start to ring. You can lift the handset to answer the call. <b>For further information about this mode, see pages 33 through 35.</b> To change the number of rings before a call is answered, see page 62 "Setting the TEL/FAX mode ring count".

### AUTO RECEIVE MODE



The FAX/MSG.SYS. indicator is on.

<b>ANS/FAX mode (pre-selected)</b>	<b>Records voice messages and/or receives fax documents.</b>
	When a voice call is detected, the telephone answering machine will record the voice message. When a fax call is detected, the facsimile unit will receive fax documents (see pages 26 and 27). To change the number of rings before a call is answered, see page 61.
<b>FAX mode</b>	<b>Receives fax documents only.</b>
	The unit will answer all calls automatically and activate the fax function (see page 32). To change the number of rings before a call is answered, see page 62 "Setting the FAX mode ring count".

#### Note:

- Regardless of the mode you select, you can always place calls and send faxes.

## Allowing you to answer all calls manually (TEL mode) —

- 1** When the unit rings, press **DIGITAL SP-PHONE** or lift the handset to answer the call.
- 2** When:
  - document reception is required,
  - a slow beep is heard, or
  - no sound is heard,
 press **START/COPY/SET**.
- 3** Hang up the handset, if using it.

**Note:**

- If you do not answer a call by 20 rings, the unit will temporarily activate the fax function to receive documents.



### Friendly reception

When you answer the call and hear a slow beep, the unit will automatically start fax reception even if you do not press **START/COPY/SET**.

- If this feature is not required, set to OFF (see page 70).

When friendly reception is activated, one of the following messages will be heard.

- Please hang up the handset for reception.
- Start reception.
- If the voice guidance feature is set to OFF, these messages will not be heard (see page 70).

### Fax voice guidance about reception

After reception, one of the following messages will tell you the result.

- Reception is complete.
- Reception has failed.
- Reception has been interrupted.

- You can set this feature to OFF. Or you can set this feature to ERROR and the guidance will prompt you only when fax reception fails (see page 70).
- When the unit receives fax documents automatically, the voice guidance will not be played.

### Memory reception

When a printing problem is detected, the unit will temporarily store the received document into memory.

While documents are in memory, the unit will:

- display an error message and the following message alternately:

Display: **FAX IN MEMORY**

- alert you with a slow beep (Receive alert).
- Follow the instructions on pages 93 and 94 to clear the problem and print the stored document.
- For memory capacity, see page 110.

### To stop reception

Press **STOP**.

## Receiving documents (receive mode, etc.) (cont.)

### Receiving fax documents and/or recording incoming voice messages automatically (ANS/FAX mode)

When you turn on the AUTO RECEIVE mode (pre-selected setting is ANS/FAX), the unit will work as a facsimile machine and/or answering device.

If a fax call is detected, the unit will automatically switch to receive faxes.

If a voice call is detected, the answering system will begin recording, then the caller can leave a voice message.

- You can use a pre-recorded greeting message (see the next page) or record your own greeting message (see page 49).

#### Setup of voice message and document reception

The total recording time (including the greeting messages) is about 18 minutes. If messages are recorded in a noisy environment, the recording time may be shortened up to 11 minutes.

To record incoming voice messages and receive fax documents, follow the steps below:

- 1 Make sure that the AUTO RECEIVE mode is set to ANS/FAX (see page 32).
- 2 To turn on the AUTO RECEIVE mode, press **AUTO RECEIVE** until the FAX/MSG.SYS. indicator light goes on.  
• The display shows the following message:

Display: **ANS/FAX MODE**

The remaining time for recording incoming messages will be displayed.

Example: **TIME LEFT=10m13s**



The FAX/MSG.SYS. indicator is on.

#### Note:

- Each incoming message recording time can be set to either "LONG" (2 minutes 30 seconds) or "SHORT" (1 minute). To change the setting, see page 63.
- When the remaining time is low, erase unnecessary messages from memory (see pages 29 and 56).
- While an incoming call is being recorded, you can monitor it through the speaker. If this feature is not required, set the ICM monitor feature to OFF (see page 71).

## Pre-recorded greeting messages

The unit has pre-recorded greeting messages. According to the situation, one of the following messages will be played to the caller.

- When you do not record your own greeting message (page 49), the following message will be played.

*Hello! We are unable to answer right now.  
To send a fax, please start transmission.  
To leave a voice message, please speak after the beep.  
Thank you.*

- When the unit detects a problem, one of the following pre-recorded greeting messages will be played.

MESSAGE FULL

*Hello! We are unable to answer right now.  
To send a fax, please start transmission.  
To leave a voice message, please try again later.  
Thank you.*

FAX MEMORY FULL

*Hello! We are unable to answer right now.  
To send a fax, please try again later.  
To leave a voice message, please speak after the beep.  
Thank you.*

MESSAGE FULL  
and  
FAX MEMORY FULL

*Hello! We are unable to answer right now.  
Please try again later.  
Thank you.*

**Note:**

- If you erase your own greeting messages, the pre-recorded greeting messages will play automatically.

# Operating the answering device

## Listening to recorded messages

When the unit receives voice messages;

- the NEW MESSAGES indicator will flash,
- the call counter will show the total number of recorded messages, and
- a slow beep will sound if message alert (page 67) is set to ON.

### To listen to new messages

Press **NEW MESSAGES**.

### To listen to all messages

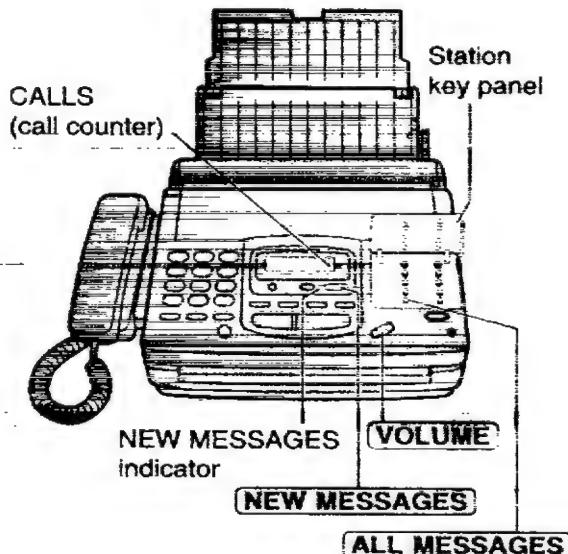
Open the station key panel, then press **ALL MESSAGES**.

#### Note:

- During playback, the display shows the recorded order of the messages.
- Adjust the speaker volume using **VOLUME**.
- The number of calls in the call counter will not reset until you erase your message.

#### Voice time/day stamp:

During playback, a synthesized voice will announce the time and day when each message was recorded.



## Erasing recorded messages

Erase unnecessary messages to prevent memory from becoming full.

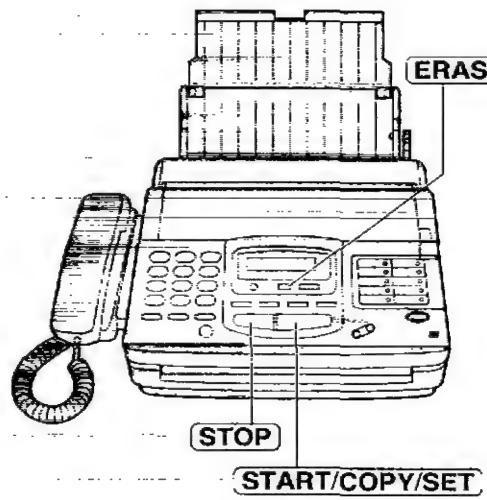
### ■ To erase specific messages

Press **ERASE** while listening to the message you want to erase.

- 3 beeps will sound and the following message is displayed.

Display: **STOP=CANCEL**

To stop erasing, press **STOP** during 3 beeps.



### ■ To erase all messages

1. Press **ERASE** after listening to all of the messages.

Display: **CLEAR MESSAGES?**

YES: PRESS SET

• To stop erasing, press **STOP**.

2. Press **START/COPY/SET**.

**ERASING**

**ERASE COMPLETED**

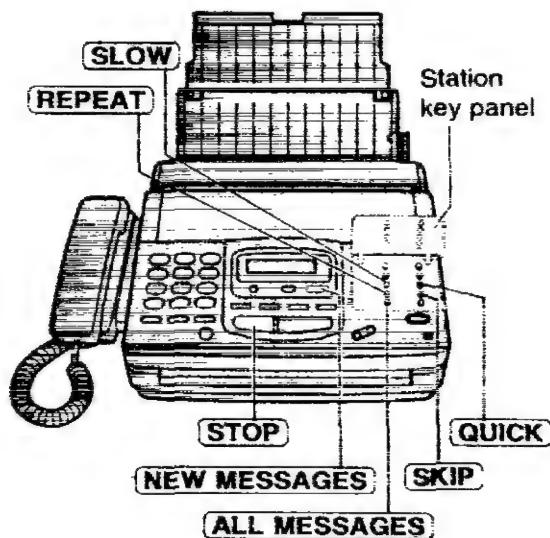
# Operating the answering device (cont.)

## Functions during playback

### To repeat a message

Press **REPEAT** while listening to the message you want to repeat.

- If you press **REPEAT** within 5 seconds of the beginning of the message, the previous message will be played.
- To play back a specific message, press **REPEAT** repeatedly until you hear the message you want to repeat.
- When you want to repeat the new messages, press **NEW MESSAGES** first, open the station key panel and press **REPEAT**.



### To skip a message

Press **SKIP** to play the next message.

- When you want to skip the new messages, press **NEW MESSAGES** first, open the station key panel and press **SKIP**.

### To change the playback speed

Press **QUICK** to play messages at one and a half times the original speed.

Press **SLOW** to play messages at a half the original speed.

**To return to the original speed:**

Press **QUICK** or **SLOW** again during quick or slow playback.

### To stop playback

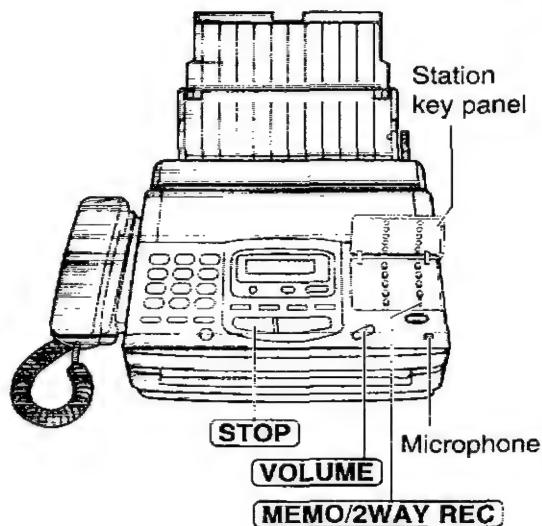
Press **STOP**.

- To resume the new recorded messages, press **NEW MESSAGES** within 1 minute after pressing **STOP**.
- To resume all of the recorded messages, press **ALL MESSAGES**.

## Recording a memo message

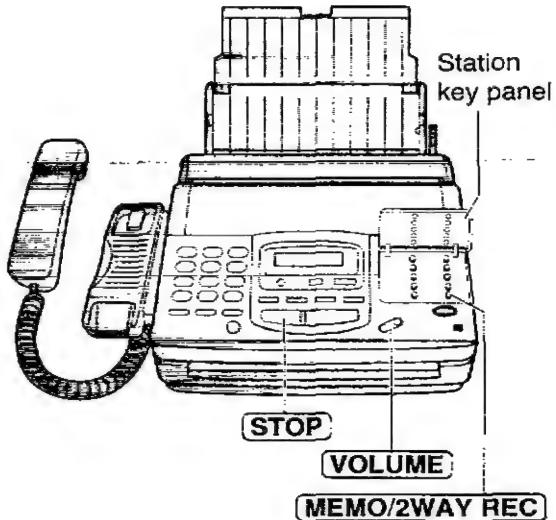
To leave a private message for someone, you can record a voice memo. This memo can be played back later, either directly or remotely.

- 1** Open the station key panel.
- 2** Press **MEMO/2WAY REC**.
  - A long beep will sound.
- 3** Speak clearly into the microphone.
- 4** When finished, press **STOP**.



## Recording a telephone conversation

- 1** During the telephone conversation, open the station key panel.
- 2** Press **MEMO/2WAY REC**.
  - Display: **2WAY RECORDING**
  - A beep sounds every 15 seconds to notify the caller that the conversation is being recorded.
- 3** To stop recording, press **STOP** or hang up.



## Setting the answering device volume

Press **VOLUME** (▼/▲) while listening to the recorded messages.  
 •9 levels (high to off) are available.

## **Special receiving modes**

### **FAX mode** (receiving fax documents only)

When you turn on the AUTO RECEIVE mode set to FAX, the unit works as a dedicated facsimile machine. The unit will automatically answer all calls and generate fax tones to the callers.

### **Changing the AUTO RECEIVE mode setting**

Change the AUTO RECEIVE setting from the ANS/FAX mode to the FAX mode.

**1** Press **MENU**.

Display: **SYSTEM SET UP**

**2** Press **#**, then **0 5**.

**AUTO RECEIVE**

**3** Press **START/COPY/SET**.

**MODE=ANS / FAX [▼▲]**

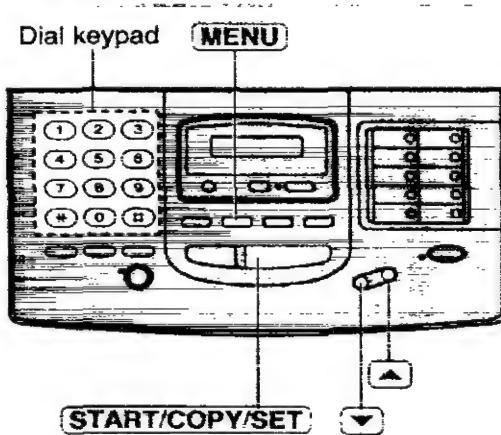
**4** Press **▼** or **▲** to select FAX.

**MODE=FAX [▼▲]**

•To return to the ANS/FAX mode, select ANS/FAX.

**5** Press **START/COPY/SET**.

**6** Press **MENU**.



### **Setting the FAX mode**

Press **AUTO RECEIVE** until the FAX/MSG.SYS. indicator light goes on.

•The display shows the following message:

Display: **FAX MODE**



The FAX/MSG.SYS. indicator is on.

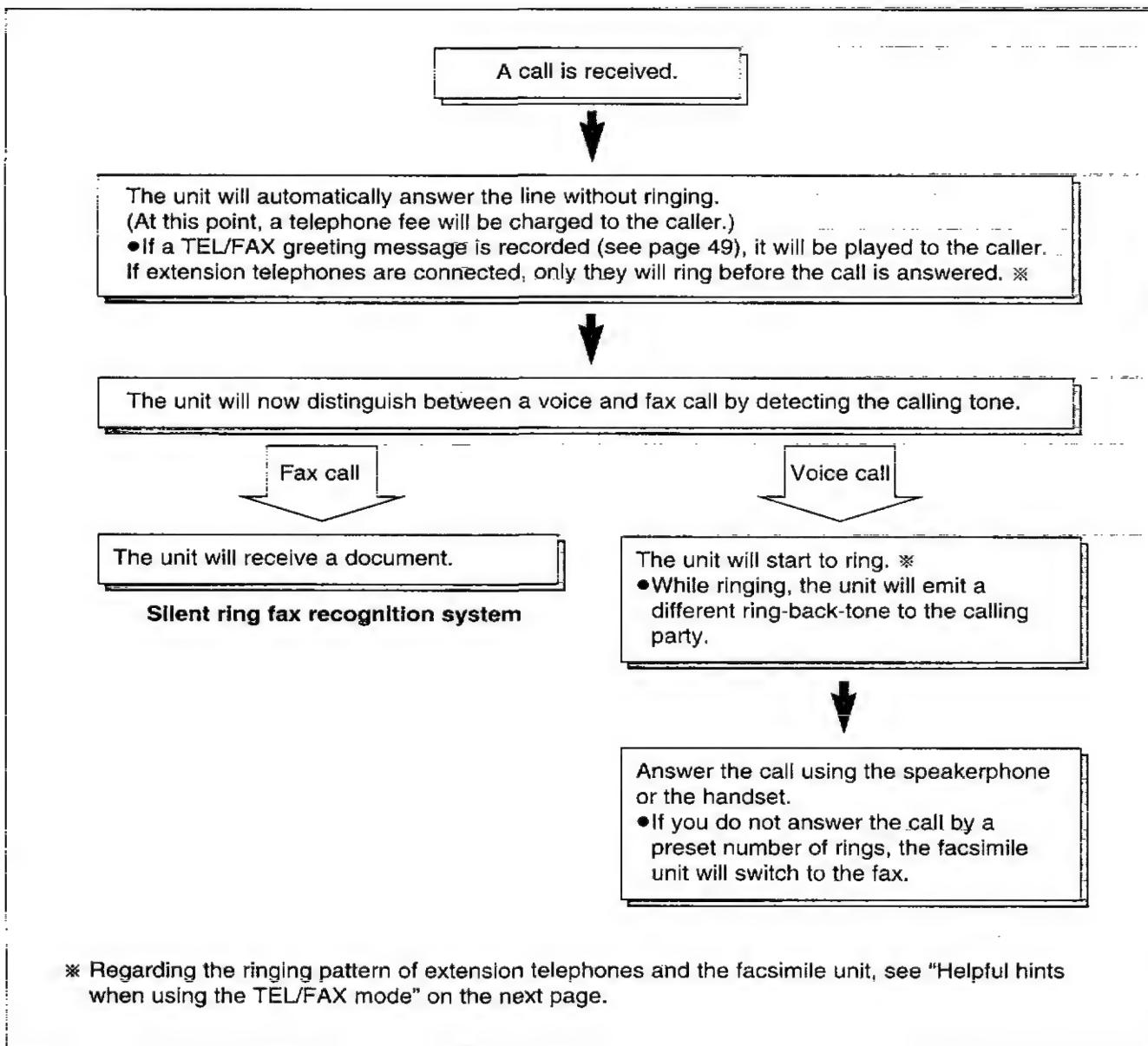
## **TEL/FAX mode**

---

### **(automatic voice and fax recognition)**

Use this mode when you wish to receive voice calls with rings, but do not want to hear the unit ring when faxes are received.

When a call is received, the unit will work as follows:



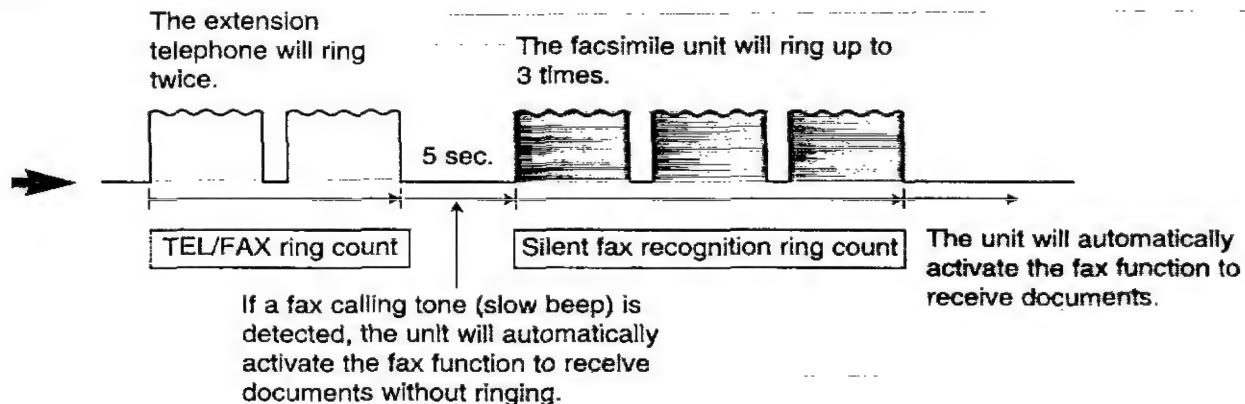
**Note:**

- Some fax messages that are transmitted manually may not send a calling tone. These calls must be received manually.

## **TEL/FAX mode (cont.)**

### **Helpful hints when using the TEL/FAX mode**

■ If an extension telephone is connected, the facsimile unit and the extension telephone will ring as follows.



**Note:**

- You can change the number of rings for the TEL/FAX ring count and silent fax recognition ring count (see pages 62 and 63).

## **Setting the TEL/FAX mode**

Change the MANUAL RECEIVE setting from the TEL mode to TEL/FAX mode.

**1** Press **MENU**.

Display: **SYSTEM SET UP**

**2** Press **#**, then **0 8**.

**MANUAL RECEIVE**

**3** Press **START/COPY/SET**.

**MODE=TEL [▼▲]**

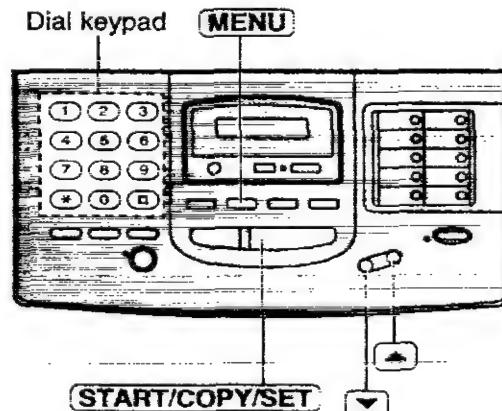
**4** Press **▼** or **▲** to select TEL/FAX.

**MODE=TEL/FAX [▼▲]**

• To return to the TEL mode, select TEL.

**5** Press **START/COPY/SET**.

**6** Press **MENU**.



## Using the TEL/FAX mode

---

**1** Record the TEL/FAX mode greeting message (see page 49).

- The TEL/FAX mode greeting message will be played to the caller when the unit automatically answers an incoming call.

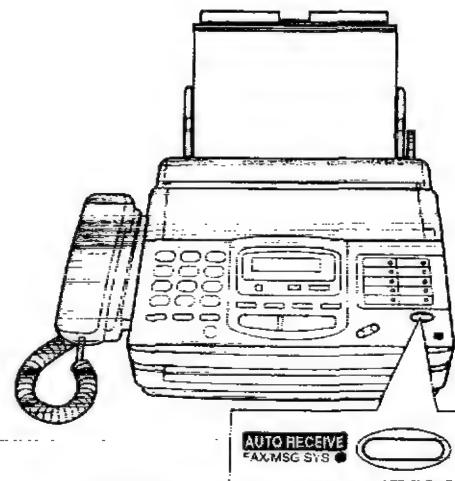
**2** Set the MANUAL RECEIVE mode to TEL/FAX (see page 34).

**3** Make sure that the AUTO RECEIVE mode is turned off.

- If the FAX/MSG.SYS. indicator light is on, press **AUTO RECEIVE** to turn off the AUTO RECEIVE mode.

- The display shows the following message:

Display: **TEL/FAX MODE**



The FAX/MSG.SYS. indicator is off.

# Automatic dialling

## Storing telephone numbers for automatic dialling =

The unit's memory allows you to use both one-touch dialling and speed dialling for rapid access to your most frequently dialled numbers.

**One-touch dialling:** 18 stations (Each of the 9 direct station keys is divided into an upper station and a lower station).

- The one-touch memory 1 key can be used as one-touch memory 1 (DIAL MODE) or as a **BROAD CAST** key (PROG. MODE). Both functions cannot be used at the same time.

**Speed dialling:** 100 additional dialling stations. These stations are assigned to 2-digit numbers (00–99).

**1** Press **MENU** until the following message is displayed.

Display: **STORE TEL NO.**

### 2a One-touch dialling:

**For upper stations (1–9)**

Press one of the one-touch memory keys.

- If you select one-touch memory 1, select "DIAL MODE" by pressing **▼**, then press **START/COPY/SET** to go to the next prompt.

**For lower stations (10–18)**

Press **LOWER**, then press one of the one-touch memory keys.

### 2b Speed dialling:

Press **#**, then press the desired 2-digit number (00–99).

**3** Enter the telephone number up to 30 digits in length.

- To enter a hyphen in a telephone number, press **HYPHEN** (one-touch memory 8).

**4** Press **START/COPY/SET**.

**NAME=**

**5** Enter the station name, up to 10 characters, by following the instructions on page 16.

### To keep the telephone number confidential

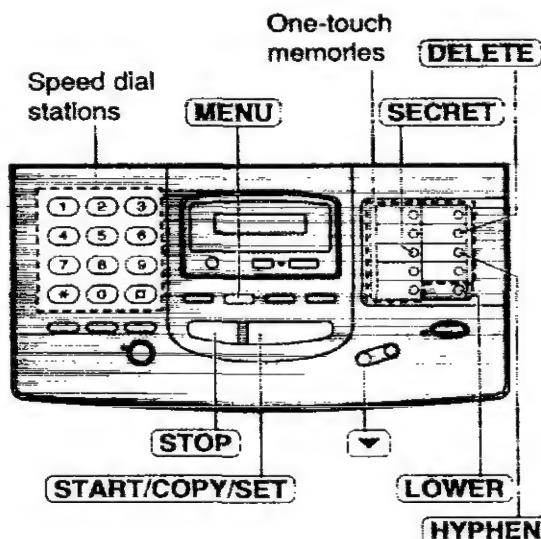
Press **SECRET** (one-touch memory 3) after entering the telephone number.

- The telephone number will not appear on the display or the telephone number list.
- **SECRET** is not counted as a digit.

**6** Press **START/COPY/SET**.

- To program other stations, repeat steps 2a (or 2b) to 6.

**7** Press **STOP**.



### Helpful hint:

- To confirm stored telephone numbers and station names, print a telephone number list (see page 75).

### To erase a stored number and station name

Press **STOP** in step 3 to erase the telephone number. Press **DELETE** (one-touch memory 7) repeatedly in step 5 until all of the characters are erased.

Then press **START/COPY/SET**.

# Making voice calls using automatic dialling

**1** Press **DIGITAL SP-PHONE** or lift the handset.

**2a** Using one-touch dialling:

For upper stations (1–9)

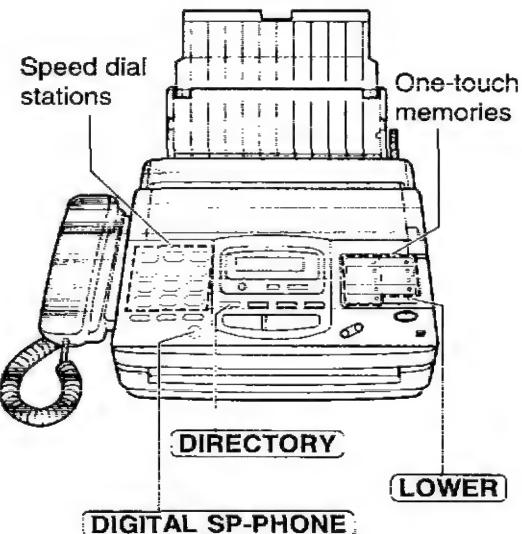
Press the desired one-touch memory key.

For lower stations (10–18)

Press **LOWER**, then press the desired one-touch memory key.

**2b** Using speed dialling:

Press **DIRECTORY**, then press **#** and the desired 2-digit number (00–99).



# Transmitting documents using automatic dialling

**1** Insert the documents FACE DOWN.

**2a** Using one-touch dialling:

For upper stations (1–9)

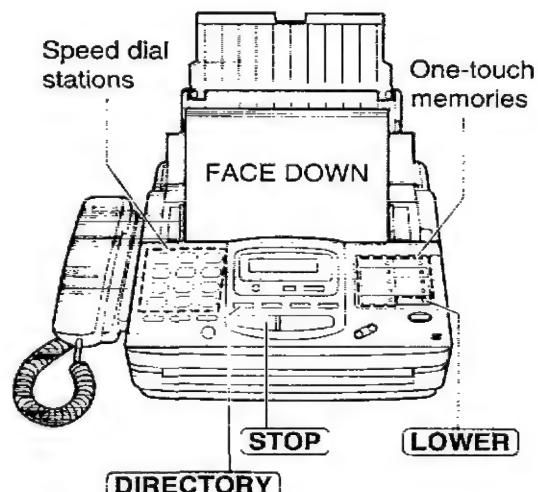
Press the desired one-touch memory key.

For lower stations (10–18)

Press **LOWER**, then press the desired one-touch memory key.

**2b** Using speed dialling:

Press **DIRECTORY**, then press **#** and the desired 2-digit number (00–99).



## Fax auto redial

If there is no answer or the line is busy, the unit will automatically redial the number up to 3 times.

This feature is available for;

—receive polling (p. 41)

—delayed transmission (p. 42)

During auto redial, the display shows:

Display: **WAITING REDIAL**

To cancel redialling, press **STOP**.

# **Electronic telephone directory**

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## **(selecting a station name in the directory)**

The station names stored in memory are automatically registered into the electronic telephone directory in alphabetical order. You can make a fax or voice call by selecting the desired station name on the display.

If you wish to send a fax, insert the documents into the document tray first.

**1** Press **DIRECTORY**.

Display: **SELECT INDEX**

**2** Press the dial key that corresponds to the first initial of the desired station name (see the Index table below).

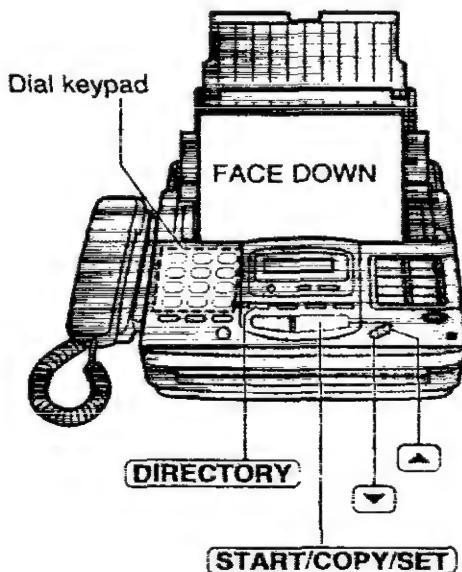
**Example:** To search a name starting with "N":  
Press **6** until the first station name  
starting with "N" is displayed. Press **▼**  
until the desired name is displayed.

OR

Press **▼** or **▲** repeatedly until the desired  
name is displayed.

**3** Press **START/COPY/SET**.

- The unit will start dialling.
- If a document is fed into the unit, the unit will start transmission.



Dial key	Index	Dial key	Index
<b>(1)</b>	1	<b>(7)</b>	P, Q, R, S, 7
<b>(2)</b>	A, B, C, 2	<b>(8)</b>	T, U, V, 8
<b>(3)</b>	D, E, F, 3	<b>(9)</b>	W, X, Y, Z, 9
<b>(4)</b>	G, H, I, 4	<b>0</b>	0
<b>(5)</b>	J, K, L, 5	<b>*</b>	Other symbols
<b>(6)</b>	M, N, O, 6	<b>□</b>	(Used for speed dialling.)

# Telephone

## Voice contact

(talking to the caller during or after fax reception or transmission)

You can have a conversation with the same call after the fax message is completed. This will save the extra expense and time of making another call.

This feature works only when the other party's unit is equipped with a voice contact feature.

### Initiating voice contact

**1** Press **DIGITAL SP-PHONE** while transmitting or receiving documents.

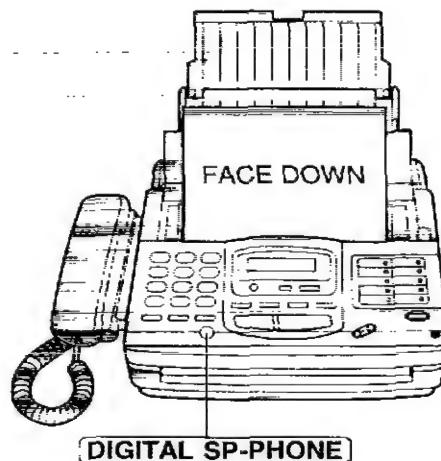
Display: **VOICE STANDBY**

- Your unit will call the other party with a distinctive ring.

**2** When the other party answers, your unit will emit a distinctive ring.

Press **DIGITAL SP-PHONE** or lift the handset to start talking.

- If you initiate voice contact during transmission, you can talk after all of the documents have been transmitted.
- If you initiate voice contact during reception, you can talk after the current page of the document is received.



Advanced  
Operations

### Receiving a request for voice contact

If the other party initiates voice contact, your unit will emit a distinctive ring after transmission or reception is completed.

When the distinctive ring is heard, press **DIGITAL SP-PHONE** or lift the handset, then start talking.

**Note:**

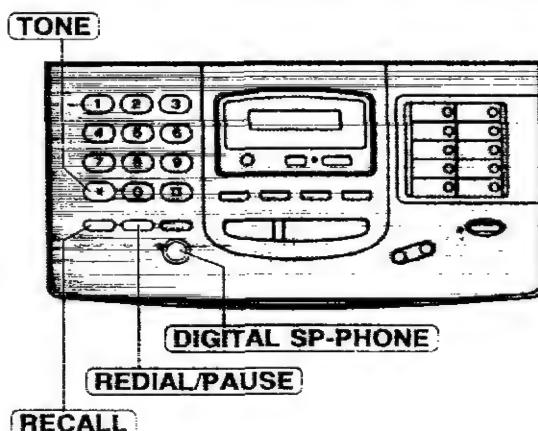
- If you do not answer within 10 seconds of the distinctive ring;
  - if in the ANS/FAX mode, your unit will play back a greeting message and record an incoming voice message.
  - If in the TEL/FAX, FAX or TEL mode, the line will be disconnected.

# TONE, RECALL and REDIAL/PAUSE buttons

## Temporary tone dialling

If your line has rotary service, pressing the TONE (\*) button allows you to change the dialling mode temporarily into tone. Then you can dial the numbers or codes needed to operate the answering system or to use electronic banking services and other special services.

When you hang up, the dialling mode returns to pulse automatically.



## RECALL button (To use the recall feature)

RECALL is used to access special telephone services (optional) such as call waiting. Contact your telephone company business office for details.

**Example:** British Telecom call waiting

1. Ensure that you have set the RECALL MODE to the T\_BR (Time Break Recall). See page 69.
2. When the call waiting tone is heard during a conversation, press **RECALL**.
3. When dial tone is heard, dial **2**.  
The first call is put on hold and you can have a conversation with the second party.

### Note:

- TONE, RECALL and PAUSE can be stored into a telephone number for automatic dialling.

4. To keep the present call and return to the first call:

Press **RECALL**, then dial **2**.

To hang up the first call:

Press **RECALL**, then dial **0**.

To hang up the present call and return to the first call:

Press **RECALL**, then dial **1**.

If your unit is connected to a PBX, pressing **RECALL** allows you to access some features of your host PBX such as transferring an extension call.

## Redialling the last number dialled

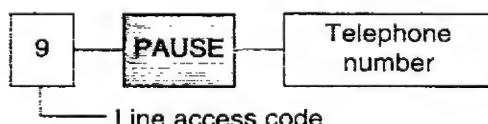
If the REDIAL/PAUSE button is pressed immediately after a dial tone is obtained, the last number dialled will be redialed.

1. Lift the handset or press **DIGITAL SP-PHONE**.
2. Press **REDIAL/PAUSE**.
  - If the line is busy when using the DIGITAL SP-PHONE button, the unit will automatically redial the number up to 3 times.

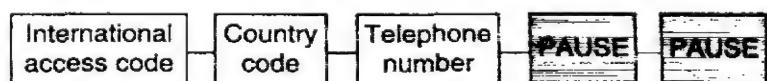
## PAUSE button (For PBX users)

If your unit is connected to a PBX, you need to dial an access number (usually 9) to get an outside line. In this case, inserting a pause between the access number and the telephone number is necessary especially when redialling or storing the number into memory. Pressing **REDIAL/PAUSE** creates a dialling delay in the dialling sequence.

**Example-1:** When your unit is connected to a host exchange, insert a pause to get an outside line.



**Example-2:** If transmission errors occur when making an overseas transmission, add two pauses at the end of the telephone number.



# **Special sending features**

## **Polling** (retrieving fax documents)

The polling feature allows you to receive a document from another compatible machine where you pay for the call. This saves the sending party the call charges.

### **Receive polling**

To place a call and recover a document from another machine follow the steps below. Make sure that no documents have been fed into your unit and that the other party's machine is ready for your call.

**1** Press **MENU** until the following is displayed:

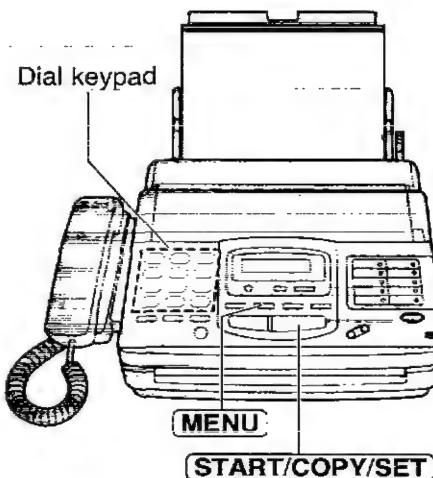
Display: POLLING

**2** Press **START/COPY/SET**.

NO. =

**3** Enter the telephone number by using regular dialling, one-touch dialling, speed dialling or the electronic telephone directory.

**4** Press **START/COPY/SET**.



### **Transmit polling**

A document stored in your unit can be recovered by another party's machine. To let other machines retrieve documents loaded on your unit, proceed as follows:

**1** Insert the documents FACE DOWN.

**2** Press **MENU** until the following is displayed:

Display: POLLED

**3** Press **START/COPY/SET**.

MODE=OFF [▼▲]

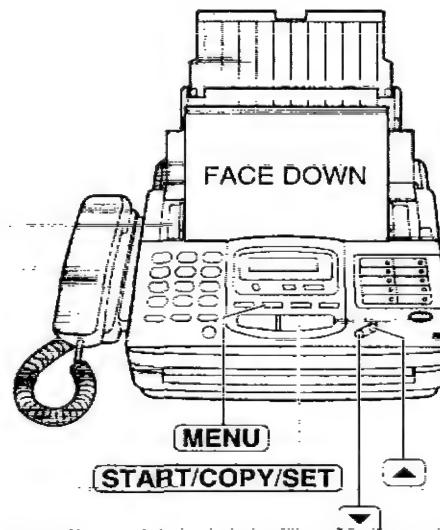
**4** Press **▼** or **▲** to select "ON".

MODE=ON [▼▲]

- If this feature is not required, select "OFF".

**5** Press **START/COPY/SET**.

POLLED ON



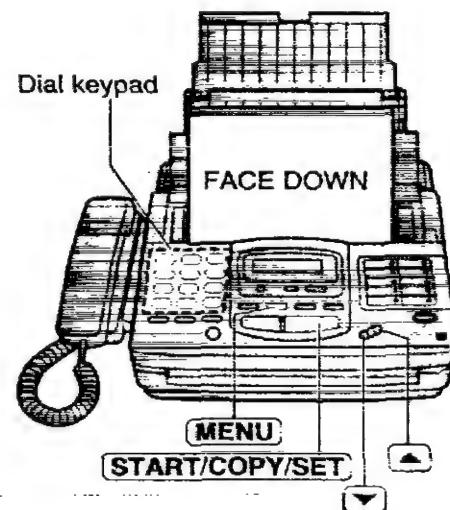
#### **Note:**

- This feature will not work when the unit is set to the TEL mode.
- The caller pays for the document transmission.
- When delayed transmission (see the next page) is set to ON, transmit polling is not available.

# Delayed transmission (sending a fax at a later time)

Using a built-in clock, this unit can send documents automatically at a specific time. This allows you to take advantage of low-cost calling hours offered by your telephone company. The delayed transmission can be reserved to take place up to 24 hours in advance.

- 1 Insert the documents FACE DOWN.
- 2 Press **MENU**.  
Display: **SYSTEM SET UP**
- 3 Press **#**, then **2 5**.  
**DELAYED XMT**
- 4 Press **START/COPY/SET**.  
**MODE=OFF [▼▲]**
- 5 Press **▼** or **▲** to select "ON".  
**MODE=ON [▼▲]**
  - If this feature is not required, select "OFF".
- 6 Press **START/COPY/SET**.  
**NO. =**
- 7 Enter the telephone number by using regular dialling, one-touch dialling, speed dialling or the electronic telephone directory.
- 8 Press **START/COPY/SET**.  
**TIME=12:00AM**
- 9 Enter the transmission start time.  
Example: 11:00PM  
Press **1 1 0 0**, then press **\*** to select PM.  
• You can select AM or PM by pressing **\***.
- 10 Press **START/COPY/SET**.
- 11 Press **MENU**.  
**SEND AT 11:00PM**
  - When the programmed time has arrived, the unit will automatically start transmission.



## Note:

- Do not enter 24 hour clock time as this unit will only accept 12 hour clock entries.
- You can receive, transmit and copy documents while delayed transmission is set.
- When transmit polling (see page 41) is ON, delayed transmission is not available.

# Transmitting documents from memory

The unit is able to scan and store documents into memory, and then transmit the stored documents.

The memory capacity is approx. 25 pages (14 pages if the Error Correction Mode on page 74 is set to ON), based on CCITT No. 1 test chart in standard resolution. For the CCITT No. 1 test chart, see page 110.

## Setting the memory transmission

1 Press **MENU**.

Display: SYSTEM SET UP

2 Press **#**, then **1 5**.

MEMORY XMT

3 Press **START/COPY/SET**.

MODE=OFF [▼▲]

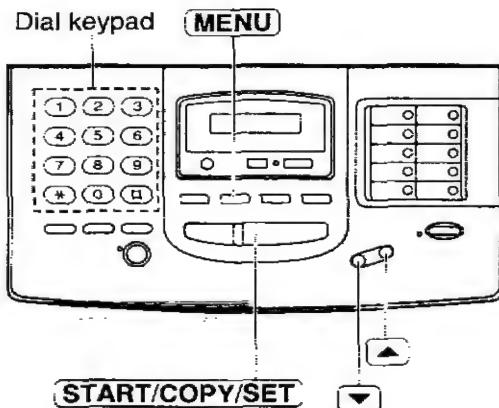
4 Press **▼** or **▲** to select "ON".

MODE=ON [▼▲]

- If this feature is not required, select "OFF".

5 Press **START/COPY/SET**.

6 Press **MENU**.



## Transmitting documents from memory

1 Insert the documents FACE DOWN.

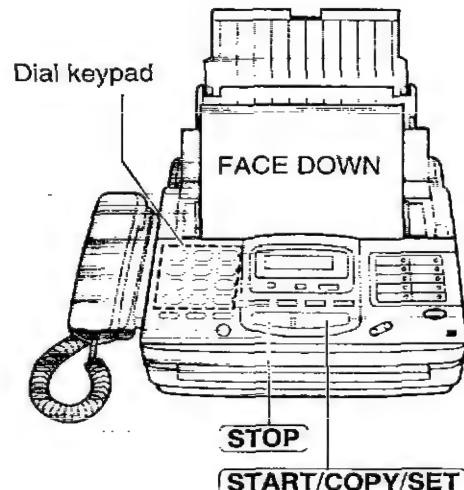
2 Enter the telephone number by using regular dialling, one-touch dialling, speed dialling or the electronic telephone directory.

3 When using regular dialling, press **START/COPY/SET**.

- The documents will be fed into the unit and scanned into memory.  
After storing all pages, the unit will transmit the documents.
- The amount of memory used will be shown as a percentage on the display.

Display: PAGES=01 05

Amount of memory used



### Note:

- The stored documents will be automatically erased after transmission.
- To cancel the memory transmission, press **STOP** during or after scanning the documents.
- If you select the fine, super fine or halftone resolution, the number of documents that can be sent will be decreased.
- If the stored documents exceed the memory capacity, the transmission will be cancelled.

# Transmitting documents to multistations

This feature is useful when frequently sending the same documents to selected parties whose telephone numbers are stored in one-touch memories and speed dial stations. You must program these stations into the BROAD CAST key (one-touch memory 1).

## Important:

- Before programming, make sure that the desired telephone numbers have been stored into the one-touch memories or speed dial stations.
- The BROAD CAST key can be used as one-touch memory 1 or as the broad cast key.

## Programming the BROAD CAST key with telephone numbers

- 1 Press **MENU** until the following is displayed:

Display: STORE TEL NO.

- 2 Press **BROAD CAST**.

DIAL MODE [▼▲]

- 3 Press **▼** or **▲** to select "PROG. MODE".

PROG. MODE [▼▲]

- 4 Press **START/COPY/SET**.

NO. = [001]

- 5 Enter the telephone numbers.

### a: Using one-touch memories:

For upper stations 2–9, press the preset one-touch memory key.

For lower stations 10–18, press **LOWER**, then press the preset one-touch memory key.

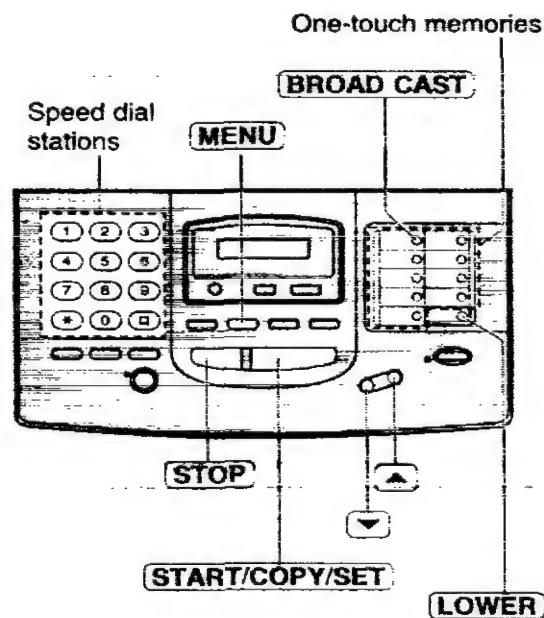
### b: Using speed dial stations:

Press **#** and the preset 2-digit number (00–99).

• To enter other telephone numbers, repeat this step (up to 117 stations).

- 6 Press **START/COPY/SET** after entering all of the desired telephone numbers.

- 7 Press **STOP**.



## Note:

- If you make a mistake while programming, press **STOP**, then make the correction.
- Confirm that you have correctly stored the numbers by printing a telephone number list (see page 75).

## Transmission using the BROAD CAST key

The documents will be scanned and stored into memory when using the BROAD CAST key. After transmission, the stored documents will be erased automatically.

The memory capacity is approx. 25 pages (14 pages if the Error Correction Mode on page 74 is set to ON), based on CCITT No. 1 test chart in standard resolution. For the CCITT No. 1 test chart, see page 110.

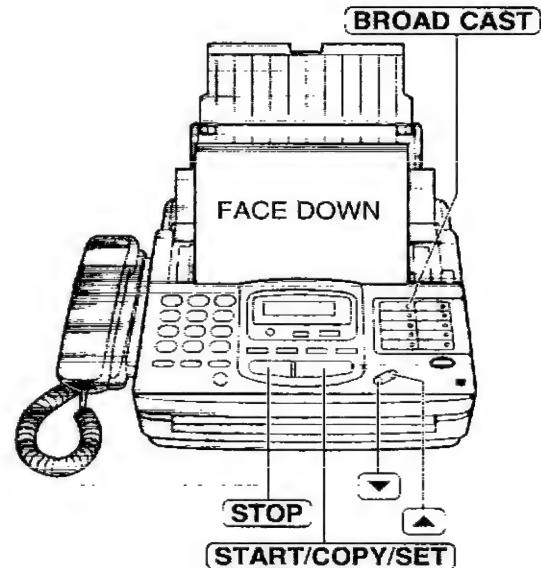
**1** Insert the documents FACE DOWN.

**2** Press **BROAD CAST**.

- The documents will be fed into the unit and scanned into memory. Then the unit will transmit the data to each station, calling each number sequentially.

**Note:**

- If you select the fine, super fine or halftone resolution, the number of documents that the unit can transmit will be decreased.
- If one of the stations is busy or does not answer, the station will be skipped. All skipped stations will be redialled up to 3 times after all of the other stations have been called.



### Cancelling the broadcast setting

1. Press **STOP** during idle status.

Display: CANCEL BROAD.

2. Press **START/COPY/SET**.

=YES [▼▲]

3. Press **▼** or **▲** to select "YES".

4. Press **START/COPY/SET**.

## Multi Transmission report

After all of the transmissions have been completed, the unit will automatically print the following report.

### Multi Transmission report sample:

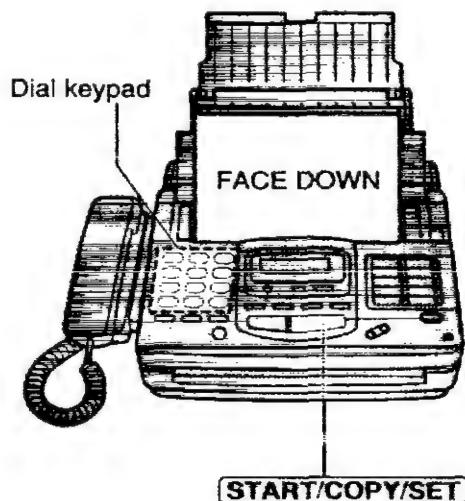
MULTI TRANSMISSION REPORT					
NO.	OTHER FACSIMILE	START TIME	USAGE TIME	TX PAGES	RESULT
001	<S02>	10 Jan. 03:33PM	01'13	02	OK
002	<S03>	10 Jan. 03:33PM	01'08	02	OK
003	<S04>	10 Jan. 03:34PM	01'09	02	OK
004	<A05>	10 Jan. 03:35PM	01'10	02	OK
TOTAL		004'37		008	

# Reserving transmission during fax reception

While the unit is receiving documents, you can reserve your fax transmission to another station. The unit will automatically transmit documents after fax reception is completed.

- 1 Insert the documents FACE DOWN during fax reception.
- 2 Enter the telephone number by using regular dialling, one-touch dialling, speed dialling or the electronic telephone directory.
- 3 Press **START/COPY/SET**.

Display: XMT RSV. ON



## To cancel the reservation

Remove the documents from the document tray.

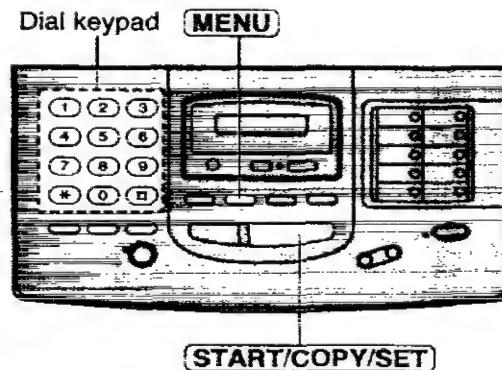
# Printing a cover page

The unit can print a cover page to attach to the documents you send.

## Cover page sample

[FAX COVER PAGE]	
TO :	NAME : FAX NO. :
FROM :	NAME : FAX NO. :
Number of Pages : _____ (including cover page)	
Subject / Notes : _____	

- 1 Press **MENU** until the following is displayed.  
Display: PRINT LIST
- 2 Press **#**, then **7**.  
Display: FAX COVER PAGE
- 3 Press **START/COPY/SET** to start printing.  
Display: PRINTING
- 4 Press **MENU**.



## **Special receiving features**

### **Remote fax receiving (using an extension telephone to receive a fax message)**

If you have an extension telephone on the same line, it is possible to receive a fax message. Use the extension telephone to dial the remote fax activation code.

This saves you from going to the facsimile unit and pressing **START/COPY/SET**.

**Important:**

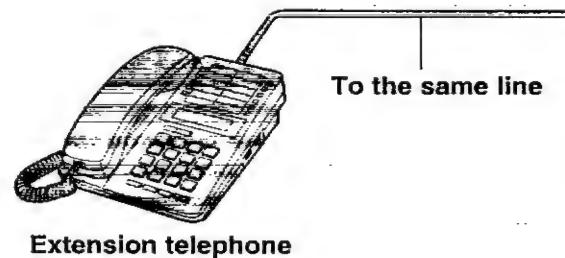
- To activate this feature, use a touch tone telephone as the extension telephone and enter the remote fax activation code **DELIBERATELY**.
- The remote fax activation code is set to “\*9” as a pre-selected setting.

### **Receiving using an extension telephone**

**1** When a call is received, lift the extension telephone handset.

**2** When:  
—document reception is required,  
—a slow beep is heard, or  
—no sound is heard,  
enter the remote fax activation code **DELIBERATELY**.

**3** Hang up the handset.  
• The facsimile unit is activated for reception.



### **Changing the remote fax activation code**

This code can be from 2 to 4 digits in length using numbers 0 through 9, and the character \*.

**1** Press **MENU**.

Display: **SYSTEM SET UP**

**2** Press **#**, then **4 1**.

**REMOTE FAX ACT.**

**3** Press **START/COPY/SET**.

**MODE=ON [▼▲]**

**4** Press **▼** or **▲** to select the desired setting.

• If this feature is not required, select “OFF”.

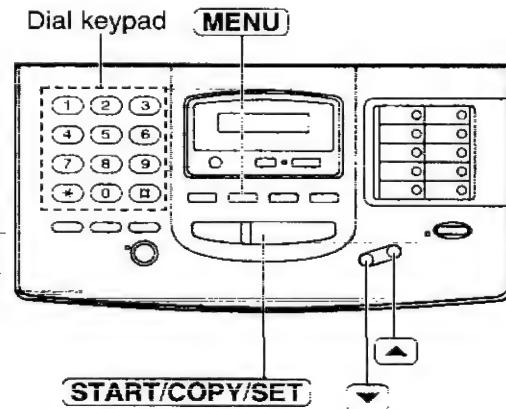
**5** Press **START/COPY/SET**.

**CODE=\*9**

**6** Enter the new code number.

**7** Press **START/COPY/SET**.

**8** Press **MENU**.



**Note:**

- Some special telephone company services will require you to press a service access code. If you subscribe to such services, all or part of the remote fax activation code must be different from the service access code.
- If the remote fax activation code is set to “0000”, this feature will not work properly.

# Junk mail prohibitor

---

## (preventing the reception of unwanted fax documents)

This feature prevents reception from facsimile machines whose telephone numbers are not stored in one-touch dialling and speed dialling.

Store the telephone numbers from where you want to receive documents (see page 36).

### Important:

- This feature does **not** work when:
  - manual reception is performed, or
  - the other party does not program their facsimile telephone number correctly.

## Setting the junk mail prohibitor

---

**1** Press **MENU**.

Display: **SYSTEM SET UP**

**2** Press **#**, then **2** **4**.

**JUNK MAIL PROH.**

**3** Press **START/COPY/SET**.

**MODE=OFF [▼▲]**

**4** Press **▼** or **▲** to select "ON".

**MODE=ON [▼▲]**

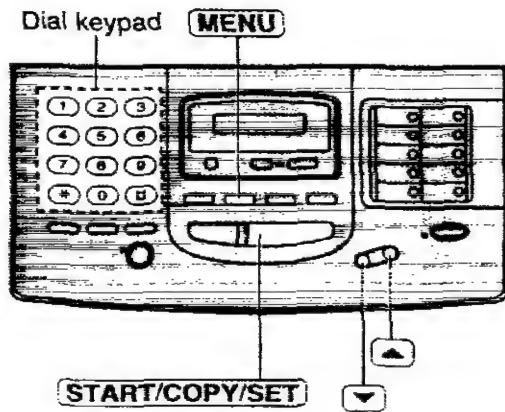
- If this feature is not required, select "OFF".

**5** Press **START/COPY/SET**.

**PRINTING**

- The unit will print a list of the telephone numbers from where the unit can receive documents. Confirm that the desired facsimile numbers are programmed.

**6** Press **MENU**.



# **Answering device**

## **Recording your own greeting messages**

The recording time is limited to 16 seconds for each message. Record your message within 12 seconds for optimum performance.

- As for the ANS/FAX greeting message, you can choose either 16 seconds or 60 seconds of recording time (see page 71).

### **Suggested messages**

ANS/FAX greeting message	"This is (your name, business and/or telephone number). We are unable to answer right now. To send a fax, start transmission. To leave a message, speak for up to 2 minutes 30 seconds (or 'speak for up to 1 minute') after the beep. If the beep sounds 6 times, your message will not be recorded. Please call back tomorrow. Thank you."
TEL/FAX greeting message	"This is (your name, business and/or telephone number). Please wait for someone to answer your call. To send a fax, start transmission."
Message transfer greeting message	"This is a transferred message from (your name, business and/or telephone number). Please enter your remote ID for remote operation."

**Note:**

- If you do not record any messages, pre-recorded messages will be played (see pages 27 and 51).

## **Recording a greeting message**

**1** Open the station key panel.

**2** Press **SELECT** until the following is displayed.

- For the ANS/FAX greeting:

Display: **ANS-GREETING**

- For the TEL/FAX greeting:

**TEL-GREETING**

- For the message transfer greeting:

**TRNS-GREETING**

**3** Press **REC**.

- A long beep will sound.

**4** Speak clearly 20 cm (8 inches) away from the microphone.

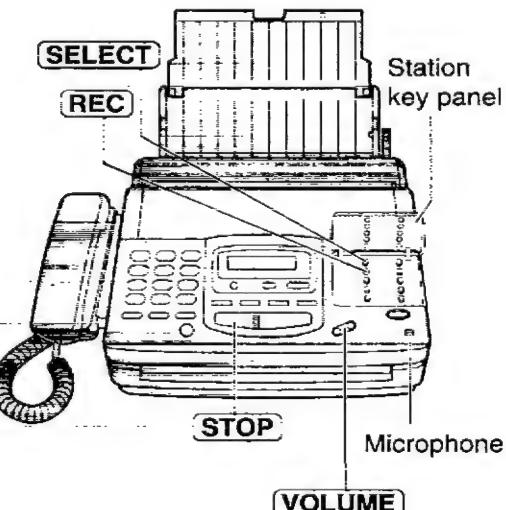
- The display will show the elapsed recording time.

Example: ANS/FAX greeting

**ANS REC . 02s**

**5** When finished, press **STOP**.

- The unit will repeat your message. Adjust the volume using **VOLUME**.

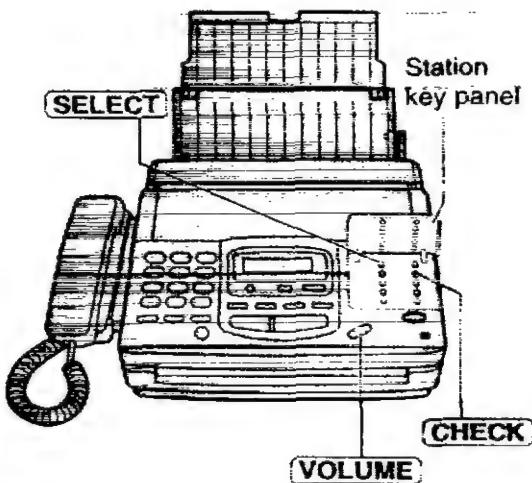
**Note:**

- If you make a mistake while recording, repeat from step 2.
- It is helpful to include a statement of your answering telephone number with the town name or code in the greeting message. The greeting message should begin within 3 seconds of answering the call.

# Recording your own greeting messages (cont.)

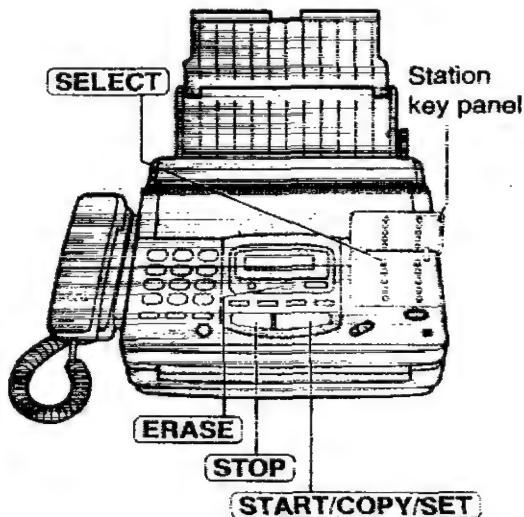
## Checking the greeting messages

- 1 Open the station key panel.
- 2 Press **SELECT** until the desired greeting is displayed.  
**Example:** ANS/FAX greeting  
Display: **ANS-GREETING**
- 3 Press **CHECK**.  
• After the beep, the unit will play back the message. Adjust the volume using **VOLUME**.



## Erasing your own recorded greeting messages

- 1 Open the station key panel.
- 2 Press **SELECT** until the desired greeting is displayed.  
**Example:** Message transfer greeting  
Display: **TRNS-GREETING**
- 3 Press **ERASE**.  
**ERASE OK?**  
↓  
**YES: PRESS SET**
- 4 Press **START/COPY/SET**.  
**GREETING ERASED**
- 5 Press **STOP**.



### Note:

- If you erase your own recorded greeting messages, the pre-recorded greeting messages will be played.

# Transferring incoming call messages

This feature allows your unit to call a designated telephone or pager number each time an incoming voice message is recorded.

You can choose **Message transfer** or **Pager call**.

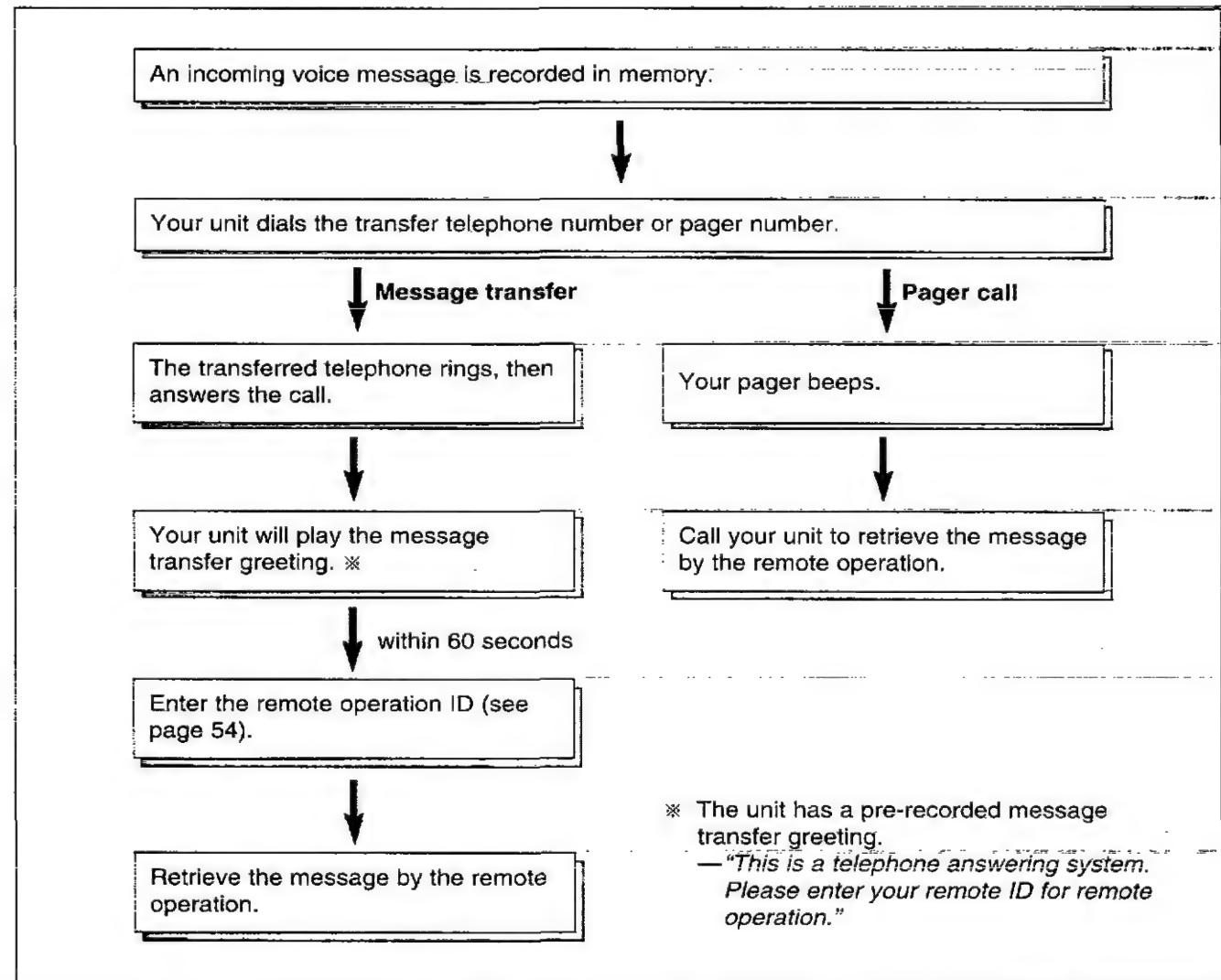
**Message transfer:** Program the transfer telephone number first. When an incoming message is recorded in your unit, the message will be transferred. You can retrieve the message during the same call by the remote operation.

**Pager call:** Program the pager number first. When an incoming call is recorded, your pager will be called. Call your unit and retrieve the message by the remote operation.

—This feature operates in the ANS/FAX mode.

—For details on the remote operation, see page 53.

—Use a touch tone telephone to access your unit.



# Transferring incoming call messages (cont.)

## Setting the message transfer/pager call

1 Press **MENU**.

Display: SYSTEM SET UP

2 Press **#**, then **6 0**.

MESSAGE TRANSFER

3 Press **START/COPY/SET**.

MODE=OFF [▼▲]

4 Press **▼** or **▲** to select the desired setting.

MESSAGE: transfers incoming messages.

PAGER: calls your pager.

OFF: turns off this feature.

5 Press **START/COPY/SET**.

NO. =

6 a: If you selected "MESSAGE" in step 4:  
Enter the transfer telephone number.

b: If you selected "PAGER" in step 4:

Enter your pager number.

- If this feature does not work properly, press **REDIAL/PAUSE** more than once at the end of your pager number to extend the paging time.

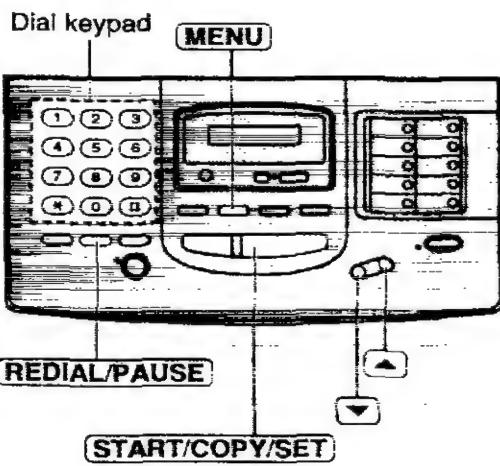
If you wish to display a message on your pager, enter the message after your pager number and **REDIAL/PAUSE**.

Programming methods may vary depending on the pager company. Call your pager company for details.

- You may enter a total of 46 digits and/or pauses.

7 Press **START/COPY/SET**.

8 Press **MENU**.



### Note:

- This feature can be turned on/off remotely from a touch tone telephone (see page 57).

# Operating the answering device from a remote telephone

The following operations can be performed from a remote location using a touch tone telephone.  
Set the unit to ANS/FAX in the AUTO RECEIVE mode before going out (see page 26).

Dial key	Remote command	Page	Dial key	Remote command	Page
0	Skips the greeting message	57	9	Stops re-recording of a greeting message	56
1	Repeats a message	55	* 4	Erases a specific message	56
2	Skips a message	55	* 5	Erases all messages	56
4	New message playback	55	6 0	Changes to the TEL mode	57
5	All message playback	55	6 1	Turns on message transfer/pager call for incoming messages	57
7	Re-records a greeting message	56	6 2	Turns off message transfer/pager call for incoming messages	57
8	Continues operation	See note.			

## Note:

- During remote operation the unit will stop and two beeps will be heard in the following conditions:
  - 2 minutes 40 seconds after your unit answered.
  - Every 2 minutes 40 seconds after pressing any command button.

To listen to further messages, dial [8] within 10 seconds after hearing two beeps.

## Remote operation card

Please cut out and carry this card for assistance when using the remote operation.

Answering Device Remote Operation	Notice of Remote Operation
<ol style="list-style-type: none"><li>1. Call your unit.</li><li>2. Enter the remote operation ID <input type="text"/> during the greeting message.</li><li>3. Press the remote command key(s) (see the reverse side) within 4 seconds. or Wait for 4 seconds. All the recorded messages will be played back.</li></ol>	<p>Fold here</p> <ul style="list-style-type: none"><li>• The remote operation is available only from a touch tone telephone when the unit is in the ANS/FAX mode.</li><li>• When the unit is in the TEL mode, call your unit and wait for 20 rings. The answering system will temporarily answer the line. Enter the remote operation ID during the greeting message. The unit will switch to the ANS/FAX mode.</li><li>• When you press any key, press firmly.</li><li>• To send a document, press * 9. When a fax tone is heard, start transmission.</li></ul>

# Operating the answering device from a remote telephone (cont.)

## Programming the remote operation ID

The remote operation ID is used to access the answering device. Choose any 3-digit number except a number using digits 0 or 7.

1 Press **MENU**.

Display: **SYSTEM SET UP**

2 Press **#**, then **1 1**.

**REMOTE ANS ID**

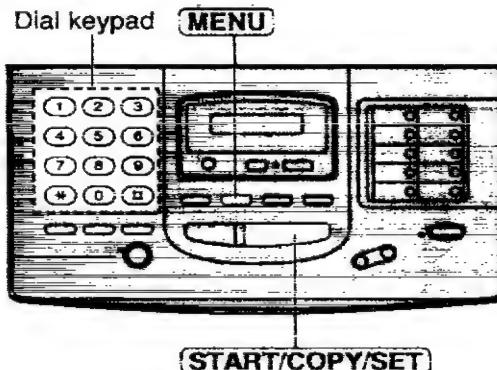
3 Press **START/COPY/SET**.

**ID=111**

4 Enter the desired number.

5 Press **START/COPY/SET**.

6 Press **MENU**.



Key	Remote Command
<b>0</b>	Skips the greeting message
<b>1</b>	Repeats a message
<b>2</b>	Skips a message
<b>4</b>	New message playback
<b>5</b>	All message playback
<b>7</b>	Re-records a greeting message
<b>8</b>	Continues operation

Key	Remote Command
<b>9</b>	Stops re-recording of a greeting message
<b>*4</b>	Erases a specific message
<b>*5</b>	Erases all messages
<b>60</b>	Changes to the TEL mode
<b>61</b>	Message transfer/ Pager call ON
<b>62</b>	Message transfer/ Pager call OFF

## Listening to messages

- 1** Call your unit.
- 2** Enter the remote operation ID during the ANS/FAX greeting playback.
  - The voice guide will tell you the number of new recorded messages.
- 3** Press **4** to listen to the new recorded messages.  
OR  
Press **5** or wait for 4 seconds to listen to all of the recorded messages.

**Voice guide example:**

*3 new messages.*

## During playback

### ■ To repeat a message

Press **1** to play the current message.

—If you press **1** within 5 seconds of the beginning of a message, the previous message will be played.

### ■ To skip a message

Press **2**.

**Note:**

- If the voice guide prompts you that memory is full after playing the message, erase some or all of the messages.

**Voice guide example:**

*Sorry, no more memory. Please erase unnecessary messages.*

# Operating the answering device from a remote telephone (cont.)

## Erasing incoming messages from memory

### ■ To erase a specific message

Press **[\*** 4 while listening to the message you want to erase.

—A long beep and the voice guide will be heard.  
Then the unit will continue with the next message.

Voice guide example:

*The message has been erased.*

### ■ To erase all messages

Press **[\*** 5 to erase all messages.

—A long beep and the voice guide will be heard.

Voice guide example:

*All messages have been erased.*

## Other remote operations

### ■ To record a marker message

After playing back the recorded messages, you can leave an additional message.

1. Wait for the voice guide to tell you that the remote operation has ended.
2. Wait about 10 seconds until the voice guide is played.
3. Leave a message after the beep.

Voice guide example:

*All messages have been played.*

*Please leave your name and message  
after the beep.*

### ■ To re-record a greeting message

You can change the contents of the greeting messages for the ANS/FAX mode.

1. Press **[7]** to start recording.  
•A long beep will sound.
2. Speak clearly up to 16 seconds.  
•If you pause for over 2 seconds, 6 beeps will sound and the recording will stop. Repeat from step 1 within 10 seconds.
3. When finished, press **[9]**.  
•The new greeting message will be played.

## ■ To change to the TEL mode

You can change the setting of the receive mode from ANS/FAX to TEL from a remote location.

1. Call your unit.
2. Enter your remote operation ID.
3. Press **6 0**.

## ■ To turn the message transfer/pager call on or off

You can remotely turn this feature on or off. You must pre-program a transfer telephone number or a pager number (see page 52).

Press **6 1** to turn ON the message transfer/pager call.

- The unit will activate the previous setting.

For example:

When turning this feature ON from a remote telephone, message transfer will be activated if message transfer is set to ON beforehand, or pager call will be activated if pager call is set to ON beforehand.

Press **6 2** to turn OFF the message transfer/pager call.

- If a transfer telephone number or a pager number is not programmed, you cannot turn this feature ON. The voice guide will prompt you.

### Voice guide example:

Message transfer is set.  
Transfer phone number is 123456789.  
or  
Pager call is set.  
Pager number is 098765432.

Message transfer is off.  
or  
Pager call is off.

Transfer phone number is not set.  
or  
Pager number is not set.

## ■ To skip the greeting message

Press **0** during the greeting message playback.

- The unit will skip the rest of the greeting message.

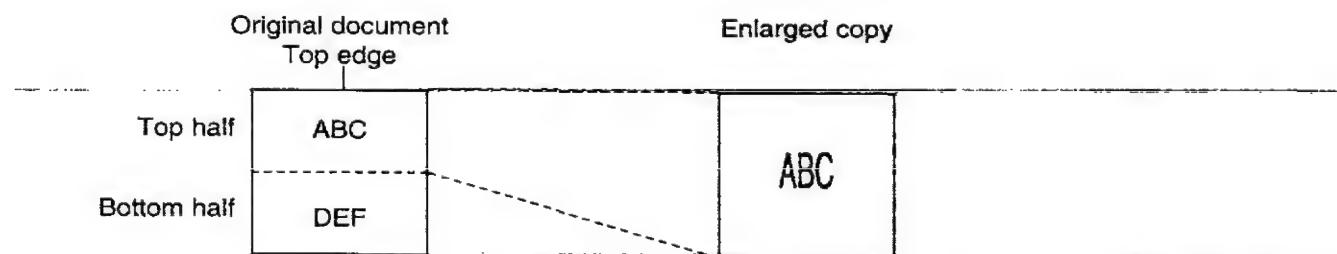
# **Enhanced copy features**

## **Making an extension copy**

Use this feature to enlarge a document to twice the length of the paper that is currently being used in the paper tray. This feature is used to reverse the film/paper save function (see page 65).

### **Sample of enlarged copy:**

When you wish to enlarge the top half of the document:



Insert the document into the unit from the top edge side  
FACE DOWN.

**1** Insert the documents FACE DOWN.

**2** Press **[MENU]**.

Display: **SYSTEM SET UP**

**3** Press **[#]**, then **[3] [4]**.

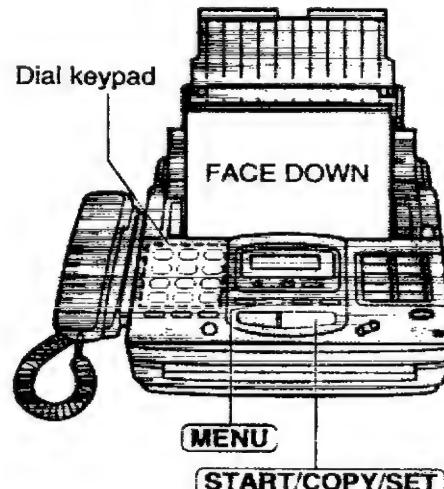
**EXTENSION COPY**

**4** Press **[START/COPY/SET]**.

**COPYING**

•The unit will start printing.

**5** After printing, press **[MENU]**.



### **Note:**

•You cannot select FINE, SUPER FINE or HALF TONE resolution for this feature.

•To make an enlarged copy of the whole page whose length is as long as, or shorter than, the installed paper, proceed as follows:

First insert the top half of the original document into the feeder tray and copy. Then turn the original around and insert the bottom half of the document into the feeder tray and copy.

# Making a reduction copy

When you copy documents that are longer than the recording paper, the unit can reduce the original document and print it out on one page by programming a suitable reduction rate. The reduction rate is determined by a combination of the size of the recording paper and original document.

## ■ Recommended reduction rate:

Mode	Size of recording paper	Size of original document
OFF (pre-selected)	A4	A4, Letter
92% (see note below.)	A4	A4
72%	A4	Legal

A4 = 210 × 297 mm (8½" × 11⅓")

Letter = 216 × 279 mm (8½" × 11")

Legal = 216 × 356 mm (8½" × 14")

To program a reduction rate, proceed as follows:

1 Press **[MENU]**.

Display: **SYSTEM SET UP**

2 Press **[#]**, then **[3] [5]**.

**COPY REDUCTION**

3 Press **[START/COPY/SET]**.

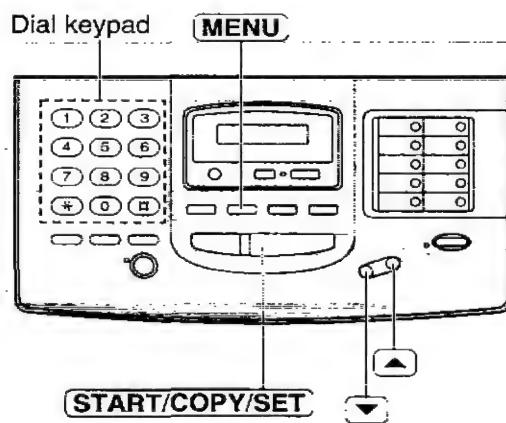
**MODE=OFF [▼▲]**

4 Press **[▼]** or **[▲]** to select the desired setting.

• If this feature is not required, select "OFF".

5 Press **[START/COPY/SET]**.

6 Press **[MENU]**.



### Note:

- If the appropriate reduction rate is not programmed, the document may be divided and the top of the second sheet will be deleted.
- If the image at the bottom of the document is not copied when you copy a document as long as the recording paper, try 92 %.

# ***Special Settings***

## **Summary of user programmable features**

### **Basic features**

<b>Code</b>	<b>Feature</b>	<b>Preselected setting</b>	<b>Available settings</b>	<b>Page</b>
#01	SET DATE & TIME			15
#02	YOUR LOGO			16
#03	YOUR TELEPHONE NUMBER			17
#04	PRINT TRANSMISSION REPORT	OFF	ERROR, ON, OFF	76
#05	AUTO RECEIVE MODE	ANS/FAX	ANS/FAX, FAX	32
#06	ANS/FAX RING COUNT	2 rings	1-4 rings, TOLL SAVER, RINGER OFF	61
#07	FAX RING COUNT	2 rings	1-4 rings	62
#08	MANUAL RECEIVE MODE	TEL	TEL, TEL/FAX	34
#09	TEL/FAX DELAYED RING	2 rings	1-4 rings	62
#10	RECORDING TIME	LONG (2.5 min.)	LONG, SHORT (1 min.)	63
#11	REMOTE ANS ID	ID=111		54
#14	PC LINK	ON	ON, OFF	90
#15	MEMORY TRANSMISSION	OFF	ON, OFF	43

### **Advanced features**

<b>Code</b>	<b>Feature</b>	<b>Preselected setting</b>	<b>Available settings</b>	<b>Page</b>
#21	LOGO POSITION	OUT	OUT, IN	64
#22	JOURNAL AUTO PRINT	ON	ON, OFF	76
#23	OVERSEAS MODE	OFF	ON, OFF	64
#24	JUNK MAIL PROHIBITOR	OFF	ON, OFF	48
#25	DELAYED TRANSMISSION	OFF	ON, OFF	42
#30	SILENT FAX RECOGNITION RING	3 rings	3-6 rings	63
#33	FILM/PAPER SAVE	OFF	ON, OFF	65
#34	EXTENSION COPY			58
#35	COPY REDUCTION	OFF	92%, 72%, OFF	59
#36	RECEIVE REDUCTION	92%	92%, 86%, 72%, OFF	66
#39	LCD CONTRAST	NORMAL	NORMAL, DARKER	67
#41	REMOTE FAX ACTIVATION CODE	ON/CODE=*_9	ON, OFF	47
#42	MESSAGE ALERT	OFF	ON, OFF	67
#43	RECORDING TIME ALERT	OFF	ON, OFF	68
#44	RECEIVE ALERT	ON	ON, OFF	68
#45	RECALL MODE	T_BR (Timed Break)	T_BR, E_RE (Earth Recall)	69
#46	FRIENDLY RECEPTION	ON	ON, OFF	70
#47	FAX VOICE GUIDANCE	ON	ERROR, ON, OFF	70
#54	GREETING MESSAGE RECORDING TIME	16s	16s, 60s	71
#60	MESSAGE TRANSFER	OFF	OFF, MESSAGE, PAGER	52
#67	ICM MONITOR	ON	ON, OFF	71
#70	FAX PAGER	OFF	ON, OFF	72
#79	FILM DETECTION	ON	ON, OFF	73
#80	SET DEFAULT	NO	YES, NO	74
#88	ECM COMMUNICATION	ON	ON, OFF	74

# Setting the ANS/FAX mode ring count

This feature determines the number of rings after which the unit answers a call in the ANS/FAX mode. You can choose from 1, 2, 3, 4, TOLL SAVER and RINGER OFF.

**TOLL SAVER:** When you call the unit from a remote location, the number of rings will tell you if there are any new voice messages or not. If the unit answers on the second ring, there is at least one new recorded message. If the unit answers on the fourth ring, there are no new recorded messages. To save the toll charges for the call, hang up immediately when you hear the third ring. The third ring indicates that there are no new messages.

**RINGER OFF:** The unit will answer without ringing.

## Helpful hints:

- To answer a call before the unit does, increase the number of rings.
- If you find difficulty in receiving faxes from machines that have an automatic transmission feature, decrease the number of rings.

**1** Press **MENU**.

Display: SYSTEM SET UP

**2** Press **#**, then **0 6**.

ANS/FAX RING

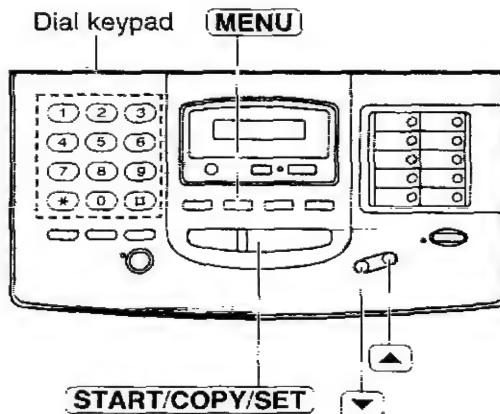
**3** Press **START/COPY/SET**.

RING=2 [▼▲]

**4** Press **▼** or **▲** to select the desired number.

**5** Press **START/COPY/SET**.

**6** Press **MENU**.



## Note:

- Two rings may be referred to as "NORMAL" position as it enables the unit to answer incoming calls in a reasonably short time. This position should be selected unless you specifically wish to take advantage of the "toll saver facility".
- Callers generally expect their calls to be answered within 10 seconds and most callers would abandon a call in under 45 seconds if no reply is obtained. This unit will answer incoming calls in under 10 seconds if required.

## Setting the FAX mode ring count

This feature determines the number of rings after which the unit answers a call in the FAX mode.  
You can choose from 1 to 4 rings.

### Helpful hints:

- To answer a call before the unit does, increase the number of rings.
- If you have difficulty in receiving faxes from machines that have an automatic transmission feature, decrease the number of rings.

**1** Press **MENU**.

Display: **SYSTEM SET UP**

**2** Press **#**, then **0 7**.

**FAX RING**

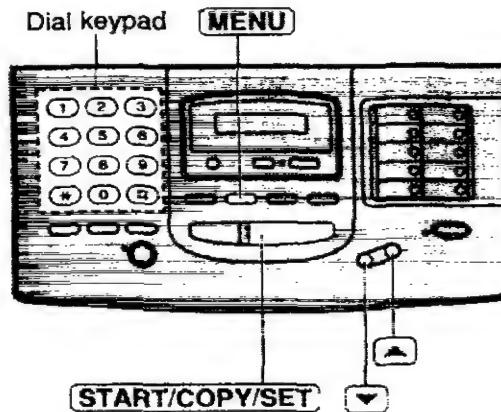
**3** Press **START/COPY/SET**.

**RING=2 [▼▲]**

**4** Press **▼** or **▲** to select the desired number.

**5** Press **START/COPY/SET**.

**6** Press **MENU**.



## Setting the TEL/FAX mode ring count

This feature determines the number of rings after which the unit automatically answers a call in the TEL/FAX mode.

You can choose from 1 to 4 rings.

**1** Press **MENU**.

Display: **SYSTEM SET UP**

**2** Press **#**, then **0 9**.

**TEL/FAX RING**

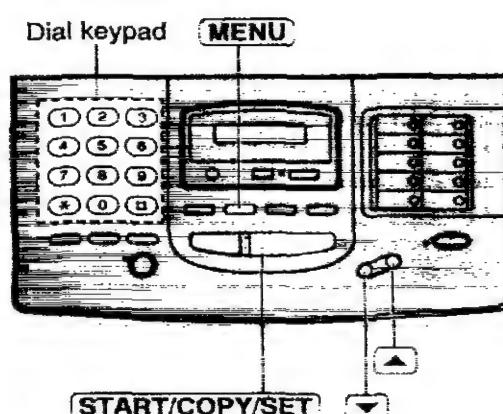
**3** Press **START/COPY/SET**.

**RING=2 [▼▲]**

**4** Press **▼** or **▲** to select the desired number.

**5** Press **START/COPY/SET**.

**6** Press **MENU**.



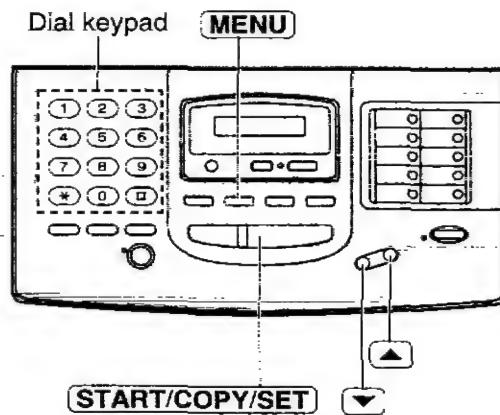
### Note:

- If you increase the number of rings, you may not be able to receive documents from some older types of facsimile machines.

## Setting the silent fax recognition ring count

When a fax call is received in the TEL/FAX mode, the unit will automatically activate the fax function without ringing. If the unit detects a voice call, it will ring. If a voice call is not answered within the selected number of rings (3 to 6 rings), the unit will switch back to the fax mode. This is for machines that do not send a calling tone.

- 1 Press **MENU**.  
Display: **SYSTEM SET UP**
- 2 Press **#**, then **3 0**.  
**SILENT FAX RING**
- 3 Press **START/COPY/SET**.  
**RING=3 [▼▲]**
- 4 Press **▼** or **▲** to select the desired number.
- 5 Press **START/COPY/SET**.
- 6 Press **MENU**.



### Note:

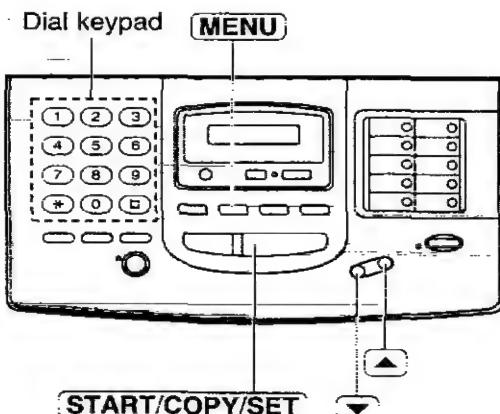
- If you increase the number of rings, you may not be able to receive documents from some older types of facsimile machines.

## Changing the caller's recording time

You can choose from two lengths of recording times for an incoming message.

**LONG:** The unit will record an incoming message of up to 2 minutes 30 seconds (pre-selected setting).  
**SHORT:** The unit will record an incoming message of up to 1 minute.

- 1 Press **MENU**.  
Display: **SYSTEM SET UP**
- 2 Press **#**, then **1 0**.  
**RECORDING TIME**
- 3 Press **START/COPY/SET**.  
**MODE=LONG [▼▲]**
- 4 Press **▼** or **▲** to select the desired setting.
- 5 Press **START/COPY/SET**.
- 6 Press **MENU**.

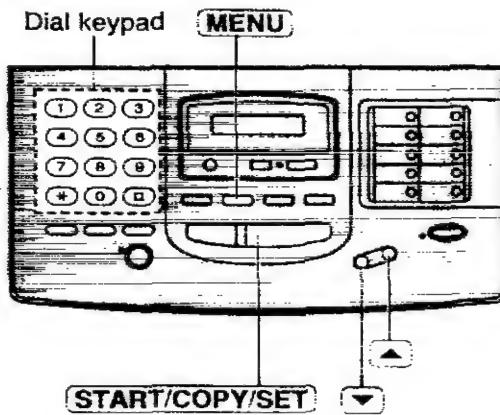


# Changing the logo print position

The logo, telephone number, date, time and page number will be printed on the transmitted document from your unit in the following manner:

**OUT:** Outside of the transmitted document's paper size (pre-selected setting).  
**IN:** Inside of the transmitted document's paper size.

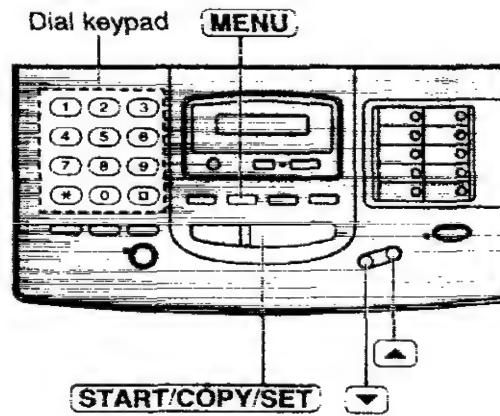
- 1 Press **MENU**.  
Display: **SYSTEM SET UP**
- 2 Press **#**, then **2 1**.  
**LOGO POSITION**
- 3 Press **START/COPY/SET**.  
**MODE=OUT [▼▲]**
- 4 Press **▼** or **▲** to select the desired setting.
- 5 Press **START/COPY/SET**.
- 6 Press **MENU**.



# Sending documents overseas

You may experience difficulty in transmitting documents overseas. This feature makes sending documents easier as the transmission speed is slowed down. Before starting transmission, follow the steps below:

- 1 Press **MENU**.  
Display: **SYSTEM SET UP**
- 2 Press **#**, then **2 3**.  
**OVERSEAS MODE**
- 3 Press **START/COPY/SET**.  
**MODE=OFF [▼▲]**
- 4 Press **▼** or **▲** to select "ON".  
**MODE=ON [▼▲]**
  - If this feature is not required, select "OFF".
- 5 Press **START/COPY/SET**.
- 6 Press **MENU**.



#### Note:

- After transmission, this feature will turn off automatically.
- This feature is not available for transmission using the **BROAD CAST** key.

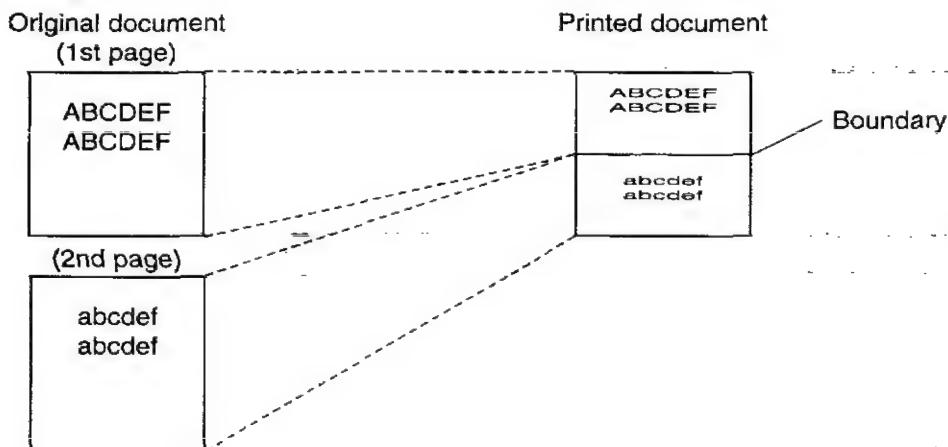
# Film/Paper save reception

Use this feature if you wish to save film and recording paper when receiving two or more faxed pages. When this feature is set, the unit will reduce documents to half their length and print out two pages of documents on one page. A boundary will be printed out between the documents.

## Important:

- This feature will not work when the other party sends a document in fine resolution or other non-standard resolutions.

## Sample of paper save print:



To set the film/paper save reception, follow the steps below.

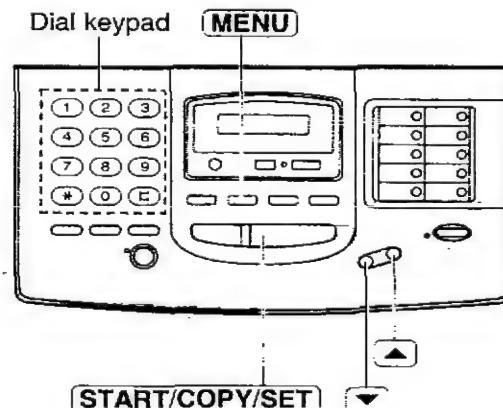
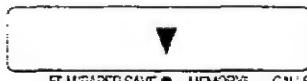
- 1 Press **MENU**.
- 2 Press **#**, then **3 3**.  
Display: **SYSTEM SET UP**
- 3 Press **START/COPY/SET**.  
Display: **FILM/ PAPER SAVE**
- 4 Press **▼** or **▲** to select "ON".  
Display: **MODE=OFF [▼▲]**

• If this feature is not required, select "OFF".

- 5 Press **START/COPY/SET**.

- 6 Press **MENU**.

—If this feature is set to "ON", an arrow will be displayed.



## Note:

- When a reduced document is longer than the recording paper, it will be printed on two pages. The continuation will be printed on the next page and there may be wasted space. In this case, paper and film will not be saved. If you wish to fit the document onto one page, set this feature to off and program a suitable reduction rate for reception (see the next page).
- When documents are longer than legal size, the unit will not print the next page of the document on the same page.
- Paper and film will not be saved for a one page document and the last page of odd numbered documents (3, 5, 7 pages, etc.).

# Receiving oversized documents

When the size of the documents sent by the other party is as large as or larger than the recording paper, the unit can reduce each page of the document and print it out on the recording paper by programming a suitable reduction rate.

The reduction rate is determined by a combination of the size of the recording paper and received document.

## ■ Recommended reduction rate:

Mode	Size of recording paper	Size of original document
OFF	A4	Letter
92% (pre-selected)	A4	A4
86% (see note below.)	A4	A4
72%	A4	Legal

A4 = 210 × 297 mm (8½" × 11⅓")

Letter = 216 × 279 mm (8½" × 11")

Legal = 216 × 356 mm (8½" × 14")

To program a reduction rate, proceed as follows:

1 Press **MENU**.

Display: SYSTEM SET UP

2 Press **#**, then **3** **6**.

RX REDUCTION

3 Press **START/COPY/SET**.

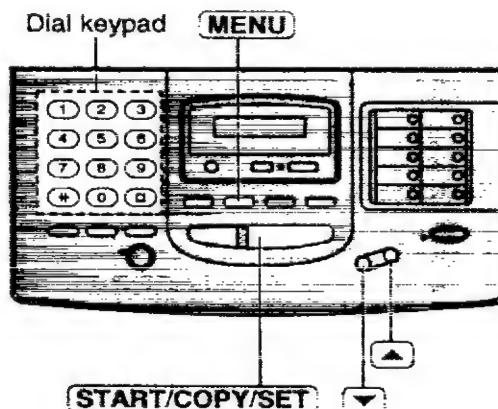
MODE=92% [▼▲]

4 Press **▼** or **▲** to select the desired setting.

- If this feature is not required, select "OFF".

5 Press **START/COPY/SET**.

6 Press **MENU**.



## Note:

- Documents received by facsimile frequently have a heading on the top of each page which contains the sender's name/telephone number. This increases the length of each page. Therefore, it is recommended to use the reduction mode.
- If the appropriate reduction rate is not programmed, the document will be divided.
- If most of documents sent from the other party are as long as your recording paper and they have a long heading using a few lines, we recommend to select 86 %.

# Changing the display contrast

Use this feature to adjust the brightness of the display.

**NORMAL:** (Pre-selected setting)

**DARKER:** Used when the display contrast is too light.

- 1 Press **MENU**.

Display: **SYSTEM SET UP**

- 2 Press **#**, then **3** **9**.

**LCD CONTRAST**

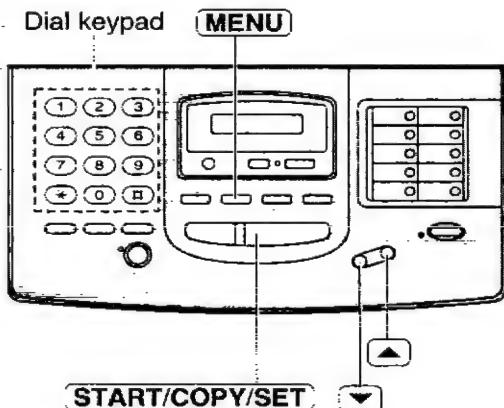
- 3 Press **START/COPY/SET**.

**MODE=NORMAL [▼▲]**

- 4 Press **▼** or **▲** to select the desired setting.

- 5 Press **START/COPY/SET**.

- 6 Press **MENU**.



# Setting the message alert

When this feature is on, the unit will let you know with a slow beep that a caller's message has been recorded.

- 1 Press **MENU**.

Display: **SYSTEM SET UP**

- 2 Press **#**, then **4** **2**.

**MESSAGE ALERT**

- 3 Press **START/COPY/SET**.

**MODE=OFF [▼▲]**

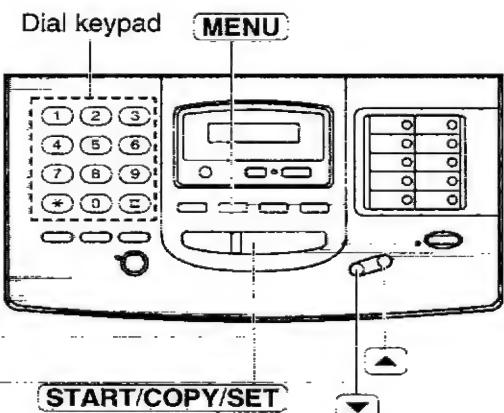
- 4 Press **▼** or **▲** to select "ON".

**MODE=ON [▼▲]**

• If this feature is not required, select "OFF".

- 5 Press **START/COPY/SET**.

- 6 Press **MENU**.



## Setting the recording time alert

With this feature, when the remaining time to record incoming messages becomes less than 60 seconds, the unit will alert the user with a slow beep.

1 Press **MENU**.

Display: SYSTEM SET UP

2 Press **#**, then **4 3**.

REC. TIME ALERT

3 Press **START/COPY/SET**.

MODE=OFF [▼▲]

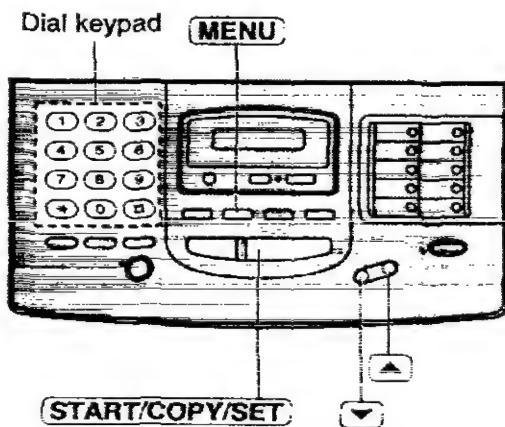
4 Press **▼** or **▲** to select "ON".

MODE=ON [▼▲]

•If this feature is not required, select "OFF".

5 Press **START/COPY/SET**.

6 Press **MENU**.



## Setting the memory reception alert

When received documents are stored into memory, the unit will alert you with beep tones. If you hear slow beeps, clear the printing problem or supply paper to print the stored documents. The beep tones will stop.

1 Press **MENU**.

Display: SYSTEM SET UP

2 Press **#**, then **4 4**.

RECEIVE ALERT

3 Press **START/COPY/SET**.

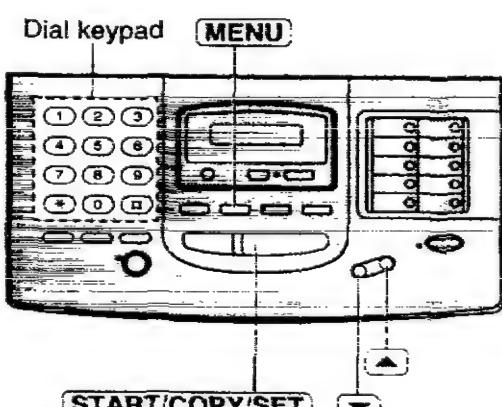
MODE=ON [▼▲]

4 Press **▼** or **▲** to select the desired setting.

•If this feature is not required, select "OFF".

5 Press **START/COPY/SET**.

6 Press **MENU**.



# Setting the recall mode

When this unit is used as an extension of a PABX (Private Automatic Branch Exchange), the RECALL button will allow access to PABX functions such as call transfer and hold. If you are unsure of which setting to use please consult the supplier of the PABX.

The following choices are available:

T\_BR: Time Break Recall (pre-selected setting)  
E\_RE: Earth Recall

**Note:**

- For British Telecom "Star Services", set your Recall to Time Break.

**1** Press **MENU**.

Display: SYSTEM SET UP

**2** Press **#**, then **4** **5**.

RECALL MODE

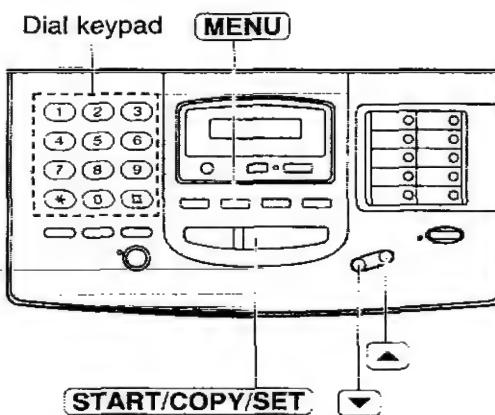
**3** Press **START/COPY/SET**.

MODE=T\_BR [▼▲]

**4** Press **▼** or **▲** to select the desired mode.

**5** Press **START/COPY/SET**.

**6** Press **MENU**.

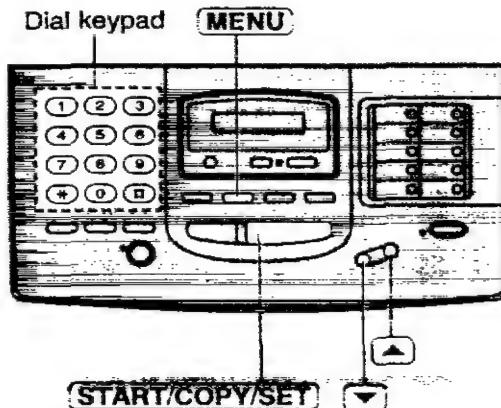


## Setting the friendly reception

The friendly reception feature allows you to receive fax documents automatically without pressing **START/COPY/SET**. See page 25 for further details.

If you set this feature to OFF, you have to press **START/COPY/SET** to receive fax documents each time you answer a call.

- 1 Press **MENU**.  
Display: SYSTEM SET UP
- 2 Press **#**, then **4 6**.  
FRIENDLY RCV
- 3 Press **START/COPY/SET**.  
MODE=ON [▼▲]
- 4 Press **▼** or **▲** to select the desired setting.
  - If this feature is not required, select "OFF".
- 5 Press **START/COPY/SET**.
- 6 Press **MENU**.



### Note:

- If you set the fax voice guidance feature to OFF (see below), you cannot hear the friendly reception message.

## Setting the fax voice guidance

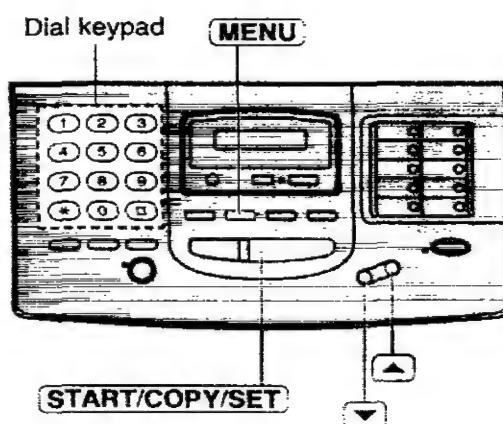
One of the following choices is available (see pages 22 and 25).

**ON:** The voice guidance message regarding fax transmission/reception and friendly reception will be heard after every transaction (pre-selected setting).

**OFF:** The fax voice guidance will not be heard.

**ERROR:** The fax voice guidance will be heard only when fax transmission/reception and friendly reception fail.

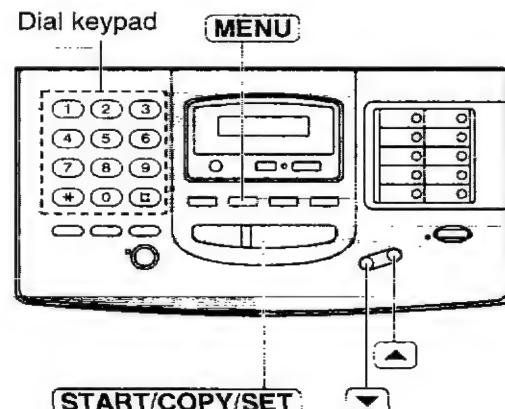
- 1 Press **MENU**.  
Display: SYSTEM SET UP
- 2 Press **#**, then **4 7**.  
FAX GUIDANCE
- 3 Press **START/COPY/SET**.  
MODE=ON [▼▲]
- 4 Press **▼** or **▲** to select the desired setting.
- 5 Press **START/COPY/SET**.
- 6 Press **MENU**.



# Changing the recording time for the ANS/FAX greeting message

You can choose either 16 seconds or 60 seconds of recording time.

- 1 Press **MENU**.
- 2 Press **#**, then **5 4**.  
Display: **SYSTEM SET UP**  
**GREETING TIME**
- 3 Press **START/COPY/SET**.  
**MODE=16s [▼▲]**
- 4 Press **▼** or **▲** to select the desired setting.
- 5 Press **START/COPY/SET**.
- 6 Press **MENU**.



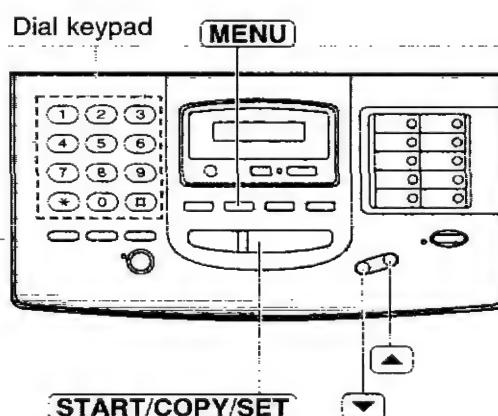
#### Note:

- If you change the greeting message time to 60 seconds, we recommend that you inform the caller in the ANS/FAX greeting message to press \*9 before starting fax transmission.
- If you change the greeting message time to 16 seconds from 60 seconds, your recorded ANS/FAX greeting message will be deleted. Re-record a greeting message (see page 49).

# Setting the ICM monitor

When a call is received with the answering device, the incoming message will be heard from the speaker during the call. If you do not wish the message to be heard by other persons who share your unit, set this feature to OFF.

- 1 Press **MENU**.
- 2 Press **#**, then **6 7**.  
Display: **SYSTEM SET UP**  
**ICM MONITOR**
- 3 Press **START/COPY/SET**.  
**MODE=ON [▼▲]**
- 4 Press **▼** or **▲** to select "OFF".  
**MODE=OFF [▼▲]**  
• If this feature is required, select "ON".
- 5 Press **START/COPY/SET**.
- 6 Press **MENU**.



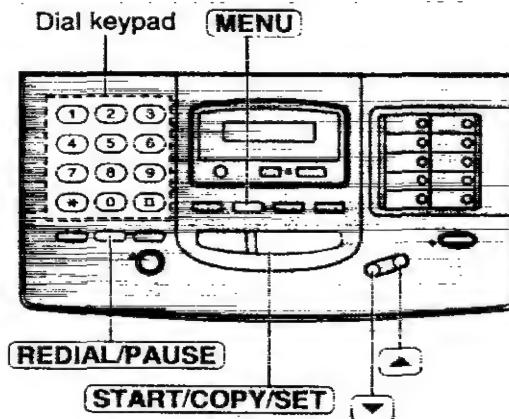
## **Signaling your pager that you have received a fax document**

This feature allows your unit to call your pager when your unit receives a fax message.

- 1 Press **MENU**.
- 2 Display: **SYSTEM SET UP**
- 3 Press **FAX PAGER**
- 4 Press **MODE=OFF** [**▼▲**]
- 5 Press **MODE=ON** [**▼▲**]
  - If this feature is not required, select "OFF".
- 6 Press **START/COPY/SET**.  
NO. =
  - If this feature does not work properly, press **REDIAL/PAUSE** more than once at the end of your pager number to extend the paging time.

If you wish to display a message on your pager, enter the message after your pager number and pause(s). Programming methods may vary depending on the pager company. Contact your pager company for details.

  - You can enter a total of 46 digits and/or pauses.
- 7 Press **START/COPY/SET**.
- 8 Press **MENU**.



**Note:**

- This feature is not available when the receive mode is set to the TEL mode.

# Setting the film detection

If this feature is activated, the display will show the following message when the remaining film prints approx. 10 pages of A4 size documents:

Display: FILM NEAR EMPTY

- If you are using regular film (100 m roll), the unit will also print a report.

**1** Press **MENU**.

Display: SYSTEM SET UP

**2** Press **#**, then **7** **9**.

FILM DETECTION

**3** Press **START/COPY/SET**.

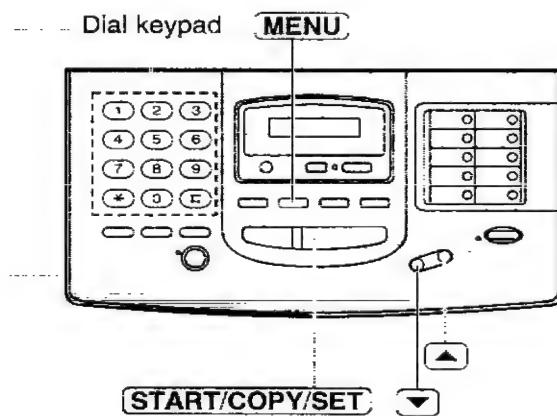
MODE=ON [▼▲]

**4** Press **▼** or **▲** to select the desired setting.

- If this feature is not required, select "OFF".

**5** Press **START/COPY/SET**.

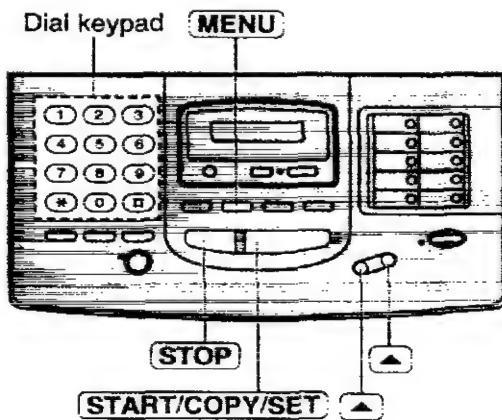
**6** Press **MENU**.



## Resetting the advanced features

Use this feature to return the advanced features except the ECM communication (#88) to their initial settings (see page 60).

- 1 Press **MENU**.  
Display: **SYSTEM SET UP**
- 2 Press **#**, then **8 0**.  
**SET DEFAULT**
- 3 Press **START/COPY/SET**.  
**RESET=NO [▼▲]**
- 4 Press **▼** or **▲** to select "YES".  
**RESET=YES [▼▲]**
- 5 Press **START/COPY/SET**.  
**RESET OK?**
  - If this feature is not required, press **STOP**.
- 6 Press **START/COPY/SET** again for confirmation.  
**RESET COMPLETED**
- 7 Press **MENU**.



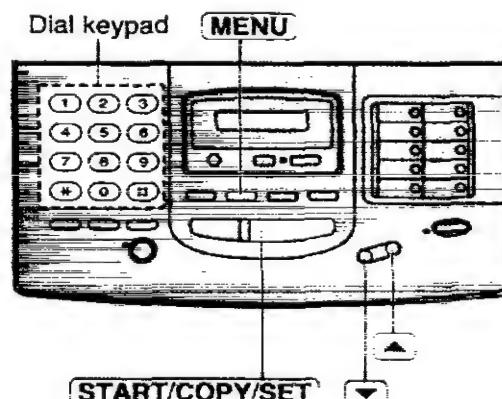
## ECM communication

ECM means Error Correction Mode.

You can send documents even if there is statical interference on the telephone line, provided both the transmitting and receiving stations are ECM compatible.

**ON:** The unit functions with ECM communication (pre-selected setting).  
**OFF:** The unit does not function with ECM communication.

- 1 Press **MENU**.  
Display: **SYSTEM SET UP**
- 2 Press **#**, then **8 8**.  
**ECM COMMUNI.**
- 3 Press **START/COPY/SET**.  
**MODE=ON [▼▲]**
- 4 Press **▼** or **▲** to select the desired setting.
- 5 Press **START/COPY/SET**.
- 6 Press **MENU**.



### Note:

- You cannot change the setting of this feature if there are stored documents in memory. Clear the stored document memory first.

# Printing reports and lists

You can print out the following reports/lists from your unit:

**Feature list**—provides you with the current settings of the basic and advanced programming features (see page 60).

**Telephone number list**—provides you with telephone numbers and their station names which are stored in automatic dialling. Telephone number codes are as shown below:

P: A pause has been entered.

F: A recall has been entered.

[ ]: A secret telephone number has been entered. (The telephone number is not printed.)

**Journal report**—keeps records of fax transmissions and receptions (see page 77 for a sample of the report). This report will be printed automatically after every 35 fax communications, but also can be printed manually. You can change the setting of the journal auto print feature (see page 76).

**Printer test list**—allows you to check the print quality of your unit. If the test print has a dirty pattern or blurred points or lines, clean the thermal head (see page 105).

**Transmission report**—provides you with a printed record of the fax transmission result (see pages 76 and 77).

## How to print reports and lists

**1** Press **MENU** until the following is displayed.

Display: **PRINT LIST**

**2** For the feature list, press **#**, then **1**.

**SETUP LIST**

For the telephone number list, press **#**, then **3**.

**TEL NO. LIST**

For the Journal report, press **#**, then **4**.

**JOURNAL REPORT**

For the printer test list, press **#**, then **5**.

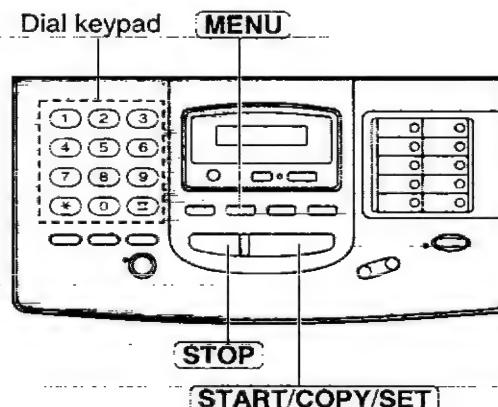
**PRINTER TEST**

**3** Press **START/COPY/SET** to start printing.

**PRINTING**

To interrupt printing, press **STOP**.

**4** After printing, press **MENU**.



# Printing reports and lists (cont.)

## Setting the transmission report printing

One of the following choices is available:

**ERROR:** The transmission report will print out only when fax transmission fails.

**ON:** The report will always print out, indicating whether fax transmission is successful or not.

**OFF:** The report will not print (pre-selected setting).

**1** Press **MENU**.

Display: **SYSTEM SET UP**

**2** Press **#**, then **0 4**.

**TX-REPORT MODE**

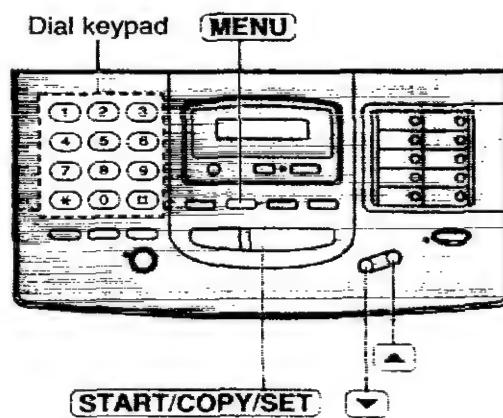
**3** Press **START/COPY/SET**.

**MODE=OFF [▼▲]**

**4** Press **▼** or **▲** to select the desired setting.

**5** Press **START/COPY/SET**.

**6** Press **MENU**.



## Setting the journal report to automatically print

This unit will automatically print a journal report after every 35 fax communications. After printing, the journal report will still remain in memory and the oldest communication will be erased when a new communication occurs.

When this feature is deactivated, the unit will store the records of the last 35 fax communications, but the unit will not print the journal report automatically.

**1** Press **MENU**.

Display: **SYSTEM SET UP**

**2** Press **#**, then **2 2**.

**AUTO JOURNAL**

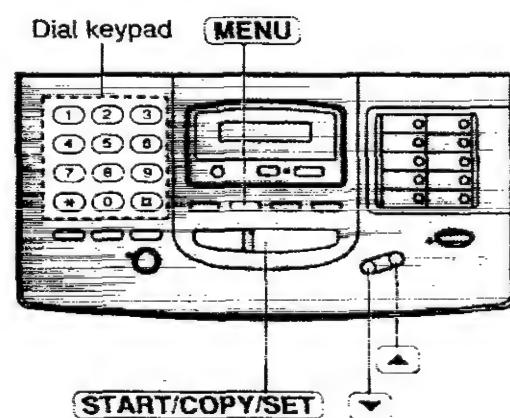
**3** Press **START/COPY/SET**.

**MODE=ON [▼▲]**

**4** Press **▼** or **▲** to select the desired setting.

**5** Press **START/COPY/SET**.

**6** Press **MENU**.



## Journal report sample

JOURNAL							
25 Jan. 1998 05:22PM							
NO.	OTHER FACSIMILE	START TIME	USAGE TIME	MODE	PAGES	RESULT	*CODE
01	1234567	21 Jan. 02:14PM	00'25	TX	01	OK	
02	9998765	21 Jan. 02:17PM	00'38	TX	02	OK	
03	2121444	21 Jan. 02:18PM	00'28	RX	01	OK	
04	555556677	22 Jan. 10:35AM	00'58	TX	03	COMMUNICATION ERROR (43)	
05			01'50	TX	05	OK	
				RX	03	OK	

Communication messages  
(See below.)      Error code  
(for service personnel use only)

## Transmission report sample

TRANSMISSION REPORT							
20 Jan. 1998 01:19PM							
NO.	OTHER FACSIMILE	START TIME	USAGE TIME	MODE	PAGES	RESULT	*CODE
01	1234567	20 Jan. 01:18PM	00'51	TX	00	COMMUNICATION ERROR (43)	

## Communication messages on the report

When a problem has occurred, one of the following messages will be printed on the transmission and journal reports:

PRINTED MESSAGE	CODE	MEANING
COMMUNICATION ERROR	41-72 FF	•A transmission or reception error occurred. Try again or check with the other party.
DOCUMENT JAMMED	—	•A document is jammed. Remove the jammed document (p. 102).
ERROR-NOT YOUR UNIT	—	•A transmission or reception error occurred because of the trouble of the other party's machine. Check with the other party.
JUNKMAIL PROH. REJECT	—	•The junk mail prohibitor of your unit rejected fax reception.
MEMORY FULL	—	•The document was not received due to memory being full.
NO DOCUMENT	—	•The document was not fed into the unit properly. Try again.
OTHER FAX NOT RESPOND	—	•The receiving unit was busy or ran out of recording paper. Try again. •The START/COPY/SET button was pressed when the document was not set properly. Set the document properly and press the START/COPY/SET button after confirming the fax tone. •The other party's machine is not a facsimile. Check with the other party.
PRESSED THE STOP KEY	—	•The STOP button was pressed and fax communication was cancelled.
THE COVER WAS OPENED	—	•The front cover was opened during fax transmission.
OK	—	•Fax communication was successful.

# **Multi-Function Centre**

## **Features**

The Multi-Function Centre is an application that allows you to use your facsimile unit as a printer, scanner and copier with Windows.

### **Printer functions**

- Printing documents from a Windows application (See page 80.)
- Printing received documents (See page 86.)

### **Fax functions**

- Faxing from a Windows application (See page 82.)
- Faxing a document on the facsimile unit (See page 87.)
- Viewing received faxes on the PC screen (See page 85.)

### **Scanner functions**

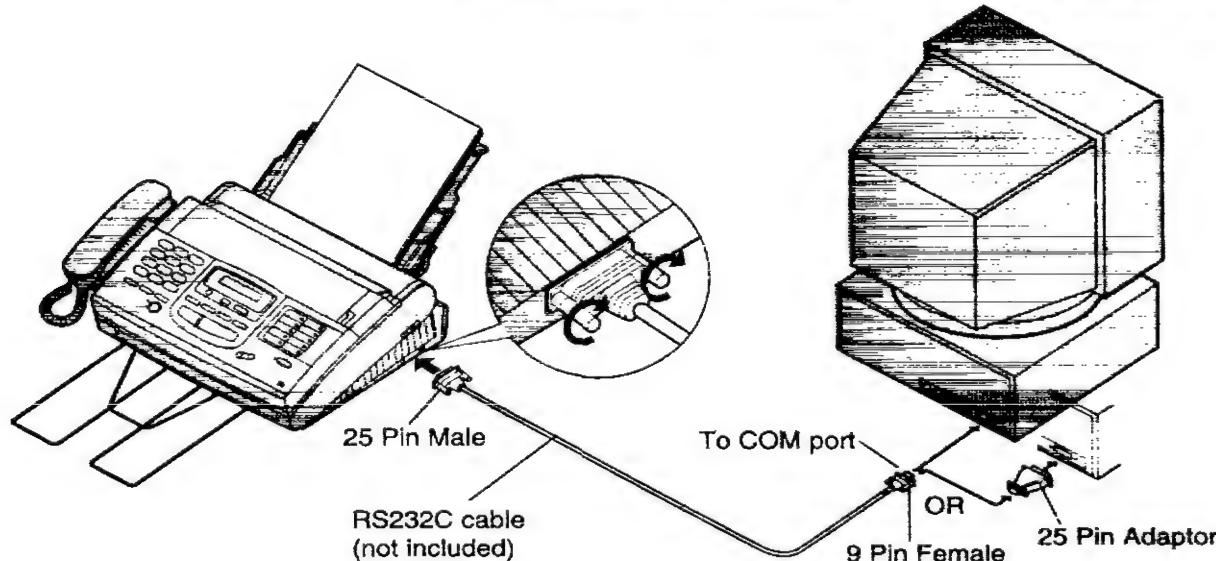
- Scanning and saving documents (See page 89.)

## **Preparation**

### **Connecting to a computer**

To run the Multi-Function Centre software, you need the following software and hardware.

- IBM PC 386, or higher, or compatible meeting all AT bus specifications (DX 33Mhz minimum recommended).
- Microsoft Windows 3.1, 3.11 or Windows 95 (English version).
- Hard Disk drive with at least fourteen (14) MB of available storage.
- RS232C Serial Port.



\*The RS232C (DB9 Female/DB25 Male) serial cable can be purchased at a computer supply store. We recommend a cable less than 3 m long.

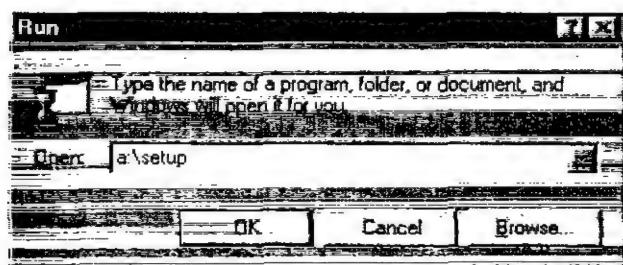
## Installing the Multi-Function Centre software

- 1** Start Windows 3.1/3.11/95 and close all applications.
- 2** Insert disk #1 into disk drive A (or B).
- 3** For Windows 95 users:  
Click Start and select Run...  
  
For Windows 3.1 or 3.11 users:  
From the Program Manager, click File and select Run... .
- 4** At the command line, type "a(or b):\setup" and click OK.
- 5** Follow the instructions on the screen until all diskettes (disk #2, disk #3) have been installed.
- 6** Remove the disk from the disk drive and click Finish to reboot your PC.

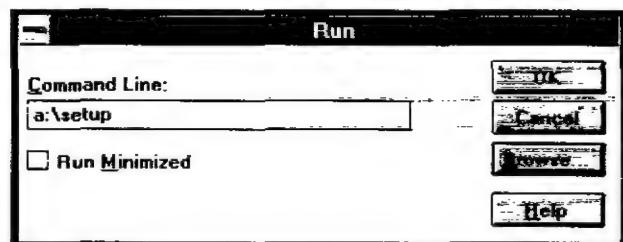
**Note:**

- If other communication software which uses the serial port has been installed, the communication setting may be changed and the communication software may not function properly when the Multi-Function Centre software is installed.
- The dialog box images may differ according to applications.

### For Windows 95



### For Windows 3.1



## Included applications

The Multi-Function Centre contains the following applications and files.

<b>■ Viewer</b>	Enables you to scan a new image or open an existing image, and then print, fax or edit that image.
<b>■ Copier</b>	Enables you to copy after scanning a document on the facsimile unit, setting the reduction, etc., from your PC.
<b>■ Launch Pad</b>	Enables you to launch any Windows application with a single mouse click.
<b>■ Send From Fax</b>	Enables you to fax a document placed on the facsimile.
<b>■ Address Book</b>	Enables you to list your personal information database for fax and telephone numbers.
<b>■ Finder</b>	Enables you to access your faxes and scanned documents by the File Name and Key phrases.
<b>■ Message Centre</b>	Enables you to manage all incoming and outgoing fax messages and print jobs. The Message Centre application contains five windows that may remain open or be minimized to one icon within the Message Centre main window.
<b>■ ReadMe</b>	Please read this file before using the Multi-Function Centre software.

# Printing/faxing from a Windows application

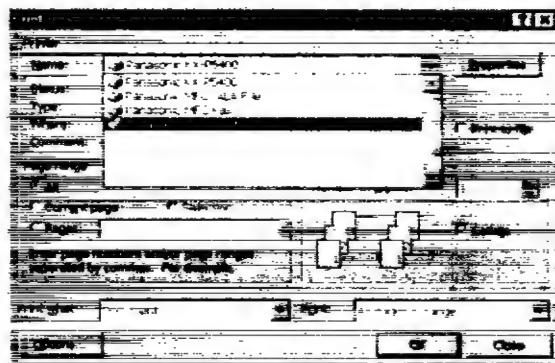
## Printing documents from a Windows application

You can print documents created from a Windows application.  
Select **Panasonic MFC Print** as your printer.

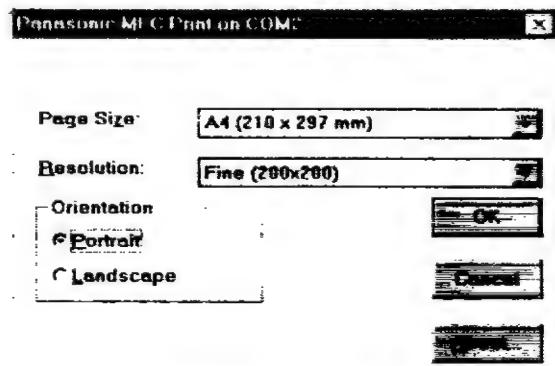
For example, to print from Microsoft Word, proceed as follows.

### For Windows 95 Users:

- 1** Open the document you wish to print.
- 2** Select **Print** from the **File** menu.
  - The Print dialog box will appear.
- 3** Select **Panasonic MFC Print** from the **Name** field in the **Printer** group. <Fig. 1>
- 4** Set the **Page range** and enter the number of collated copies.
- 5** Select the **Properties** button.
  - The Panasonic MFC Print dialog box will appear. <Fig. 2>
- 6** Set the **Page Size**, **Resolution** and **Orientation**. Then click the **OK** button.
- 7** Click the **OK** button on the Print dialog box.



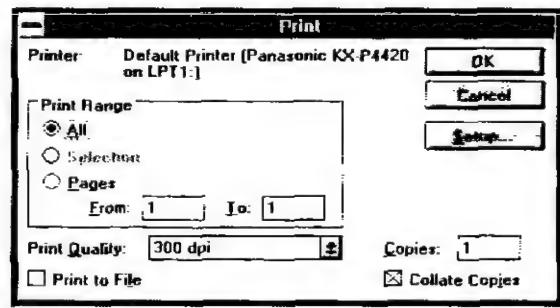
<Fig. 1>



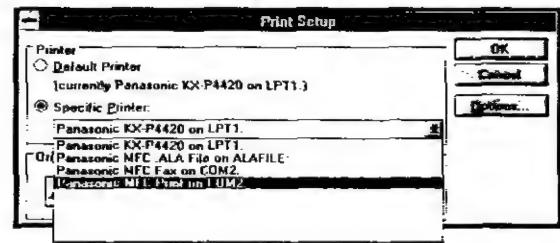
<Fig. 2>

## For Windows 3.1/3.11 Users:

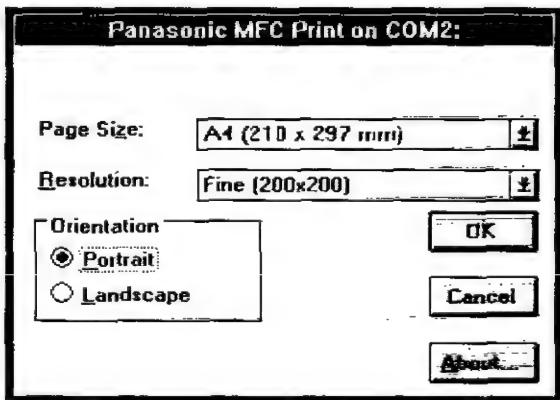
- 1** Open the document you wish to print.
- 2** Select **Print** from the **File** menu.
  - The Print dialog box will appear. <Fig. 1>
- 3** Select the **Setup** button.
  - The Print Setup dialog box will appear.
- 4** Select **Panasonic MFC Print** from the **Specific Printer** field. <Fig. 2>
- 5** Select the **Options** button.
  - The Panasonic MFC Print dialog box will appear. <Fig. 3>
- 6** Set the **Page Size, Resolution and Orientation**. Then click the **OK** button.
- 7** Click the **OK** button on the Print Setup dialog box.
- 8** Click the **OK** button on the Print dialog box.



<Fig. 1>



<Fig. 2>



<Fig. 3>

# Printing/faxing from a Windows application (cont.)

## Faxing from a Windows application

You can access the fax function from a Windows application by using the **Print** command in the **File** menu.  
Select **Panasonic MFC Fax** as your printer.

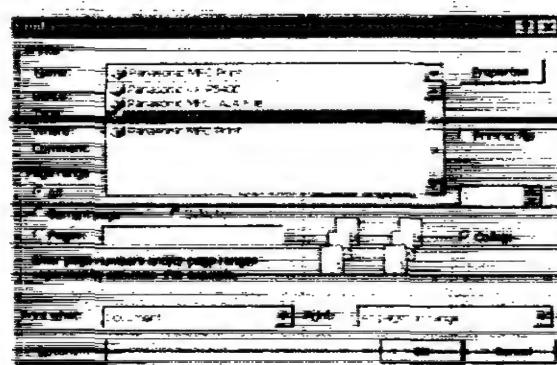
To send a document created from Microsoft Word, proceed as follows:

### For Windows 95 Users:

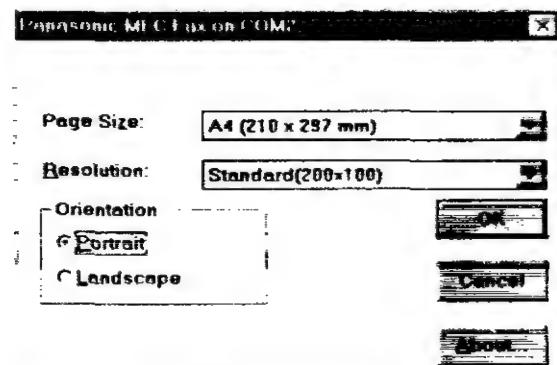
- 1** Open the document you wish to send.
- 2** Select **Print** from the **File** menu.
  - The Print dialog box will appear.
- 3** Select **Panasonic MFC Fax** from the Name field in the Printer group and select **Properties**. <Fig. 1>
  - The Panasonic MFC Fax dialog box will appear. <Fig. 2>
- 4** Set the **Page Size**, **Resolution** and **Orientation**. Then click the **OK** button.
- 5** Click the **OK** button on the Print dialog box.
  - The Fax Send dialog box will appear. <Fig. 3>
- 6** Enter the name and fax number using the keyboard or select the desired entry in the address book currently displayed in the Address Book name box.
- 7** Select the **Start** button in the Fax Send dialog box.

### Note:

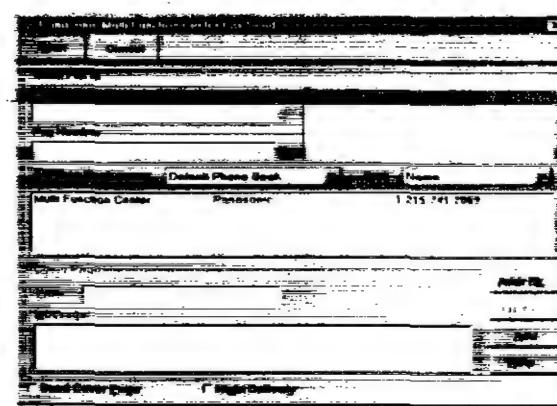
- If the line is busy or there is no answer, the Message Centre Outbox application will automatically redial the number up to 2 times.
- To cancel transmission after dialling:  
Press **STOP** on the facsimile unit.  
OR  
Select the **Outbox** window in the **Message Centre** window. Then select the **CANCEL** button on the toolbar.



<Fig. 1>



<Fig. 2>



<Fig. 3>

## For Windows 3.1/3.11 Users

- 1** Open the document you wish to send.
- 2** Select **Print** from the **File** menu.
- 3** Select the **Setup** button.
  - The Setup dialog box will appear.
- 4** Select **Panasonic MFC Fax** from the **Specific Printer** field and then select **Options**. <Fig. 1>
  - The Panasonic MFC Fax dialog box will appear. <Fig. 2>
- 5** Set the **Page Size**, **Resolution** and **Orientation**. Then click the **OK** button.
- 6** Click the **OK** button on the Print Setup dialog box.
- 7** Click the **OK** button on the Print dialog box.
  - The Fax Send dialog box will appear. <Fig. 3>
- 8** Enter the name and fax number using the keyboard or select the desired entry in the address book currently displayed in the Address Book name box.
- 9** Select the **Start** button in the Fax Send dialog box.

### Note:

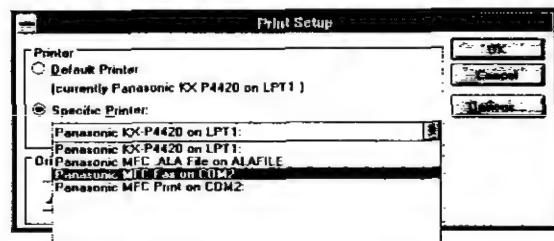
•If the line is busy or there is no answer, the Message Centre Outbox application will automatically redial the number up to 2 times.

#### •To cancel transmission after dialling:

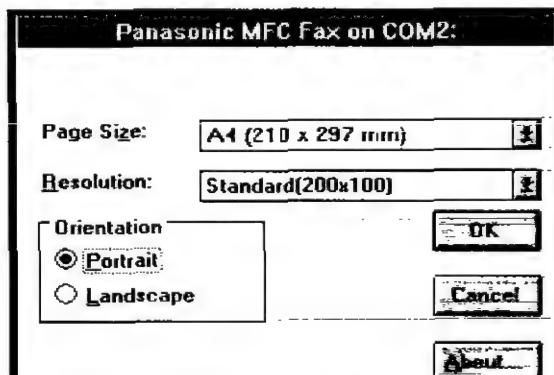
Press **STOP** on the facsimile unit.

OR

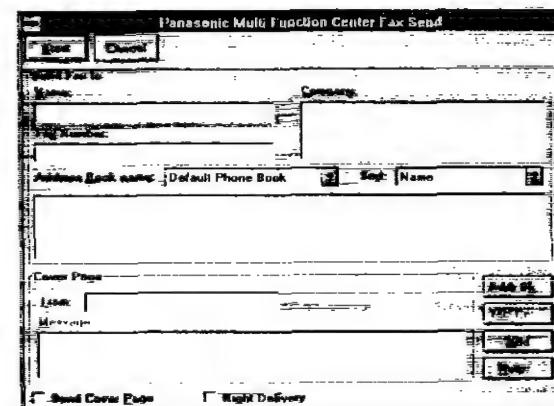
Select the **Outbox** window in the **Message Centre** window, and then select the **CANCEL** button on the toolbar.



<Fig. 1>



<Fig. 2>



<Fig. 3>

# Receiving faxes on your PC

## Setup for receiving faxes on your PC

**1** If you wish to receive faxes on your PC automatically, turn on AUTO RECEIVE mode on the facsimile unit by pressing **AUTO RECEIVE** or use the MANUAL RECEIVE mode to set to TEL/FAX.

**2** Start Windows.

**3** Open or minimize the Message Centre application.  
To open the Message Centre, follow these steps.

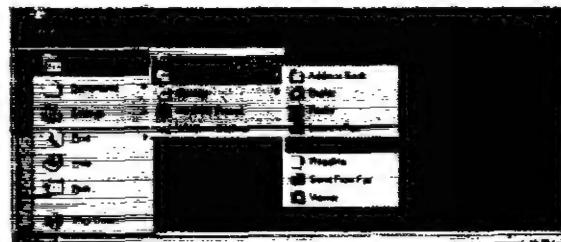
**For Windows 95 users:**

Select the Start button. Point to **Programs**, then **Multi-Function Centre**, and then click **Message Centre**.

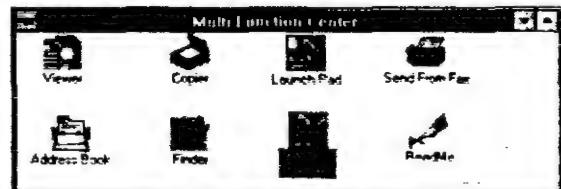
**For Windows 3.1/3.11 users:**

Double click the **Message Centre** icon in the Multi-Function Centre program group.

Windows 95



Windows 3.1



## Viewing the list of faxes received

All faxes received by your PC are listed in the **Inbox window** in the **Message Centre** application. Inbox allows you to view, print or save faxes and append your faxes to other saved fax documents.

**1 For Windows 95 users:**

Select the Start button. Point to **Programs**, then **Multi-Function Centre**, and then click **Message Centre**.

**For Windows 3.1/3.11 users:**

Double click the **Message Centre** icon in the Windows screen.

**2** Select the **Inbox window** from the Message Centre window.

• The **Inbox** window displays the current status of all facsimiles distributed to you in the **Inbox** queue.

Date and Time	Fax ID (if transmitted)	Status messages
OUTBOX 8 item(s) 31 Oct 1995 11:11 AM	1234567	3 Printed

### Status messages

Complete—The facsimile was received successfully but has not been printed, saved or viewed yet.

Incomplete—An incomplete facsimile was received and has not been printed, saved or viewed yet.

Recovered—The system failed before the facsimile was completely received and was entered in the **Inbox**. Information in the Log may be incomplete. The facsimile may be incomplete.

Viewed—The facsimile has been viewed but not printed or saved.

Printed—The facsimile was printed but not saved.

Saved—The facsimile has been saved.

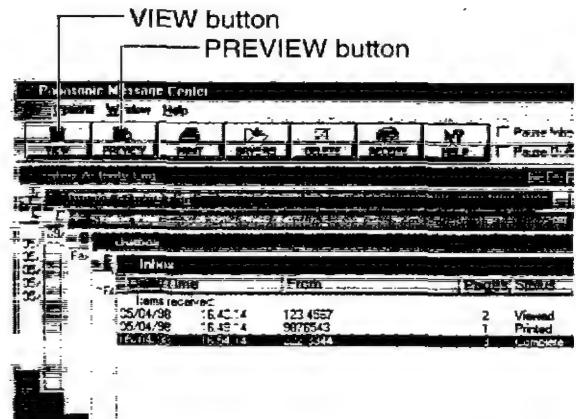
## **Viewing received faxes on the PC screen**

### **To view a fax in your Inbox**

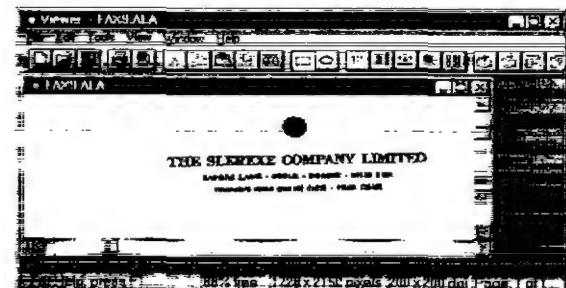
- 1** Select the fax you wish to view in the **Inbox window**. <Fig. 1>
- 2** Select **View** from the **File** menu of the Message Centre **Inbox** window or click the **VIEW** button on the toolbar.
  - The Viewer application window will display the selected fax. <Fig. 2>

### **To preview the first page of the received fax**

- 1** Select the fax you wish to view in the **Inbox window**. <Fig. 1>
- 2** Select **Preview** from the **File** menu of the Message Centre **Inbox** window or click the **PREVIEW** button on the toolbar.
  - The Preview window will display the first page of the selected fax. <Fig. 3>



<Fig. 1>



<Fig. 2>



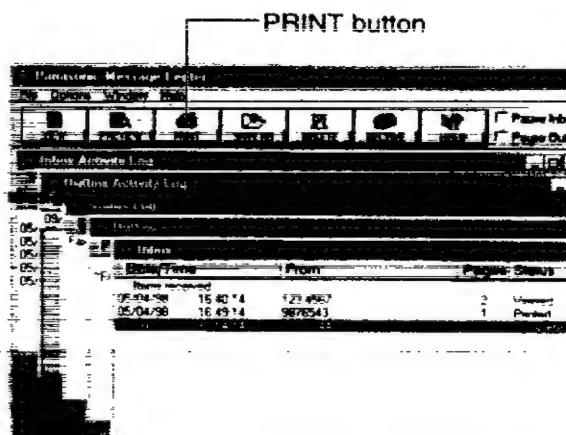
<Fig. 3>

※If you are using Windows 3.1/3.11, the dialog box images shown above will slightly differ from the actual ones.

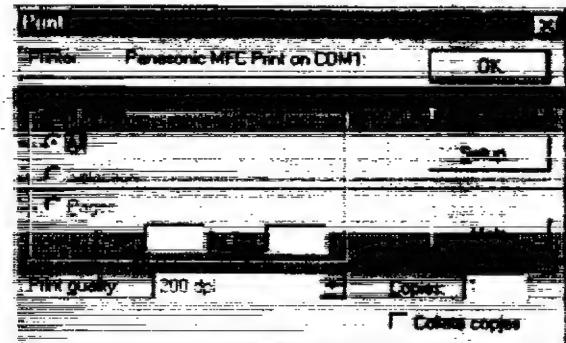
# Receiving faxes on your PC (cont.)

## Printing received documents

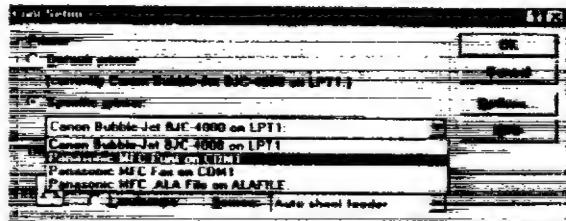
- 1 Select the document you wish to print in the **Inbox** window.
- 2 Select **Print** from the File menu or the **PRINT** button from the toolbar. <Fig. 1>
  - The Print dialog box will appear. <Fig. 2>
- 3 If you want to change your selected printer or print setup, select **Setup**.
  - The Print Setup dialog box will appear. <Fig. 3>
- 4 If you want to use the facsimile unit as a printer, select **Panasonic MFC print** from the Printer list.
- 5 Choose the printer you wish to use, by selecting the **OK** button.
- 6 Enter the number of copies you want to print in the **Copies** field, and then select the **OK** button.
  - The **Inbox Print** dialog box will appear. <Fig. 4>
- 7 Select the range of faxes you want to print from the **Inbox Print** group.
  - A. Select **Print Selected** to print the facsimiles you selected.
  - B. Select **Print Unprinted** to print all the unprinted facsimiles.
  - C. Select **Print All** to print all the facsimiles.
- 8 If you want to delete the selected faxes automatically after they have been printed, select the **Delete After Printing** check box.
- 9 If you want the selected fax scaled to fit within the size of paper you selected in the Print Setup dialog box, select **Scale To Fit**.
- 10 Select the **Print** button.



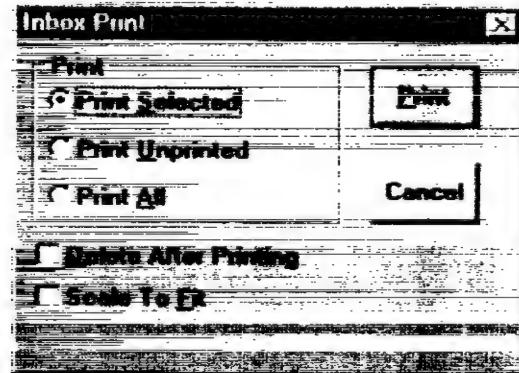
<Fig. 1>



<Fig. 2>



<Fig. 3>



<Fig. 4>

\*If you are using Windows 3.1/3.11, the dialog box images shown will slightly differ from the actual ones.

# Faxing a document on the facsimile unit

**1** Place the document(s) on your fax machine.  
<Fig. 1>

**2** **For Windows 95 Users:**  
Select the **Start** button. Point to **Programs**, point to **Multi-Function Centre**, then click **Send From Fax**.

**For Windows 3.1/3.11 Users:**  
Double click **Send From Fax** in the Multi-Function Centre program group.

- The **Send From Fax** application window will appear. <Fig. 2>

**3** Enter the name and fax number using the keyboard or select the desired entry in the address book currently displayed in the Address Book name box.

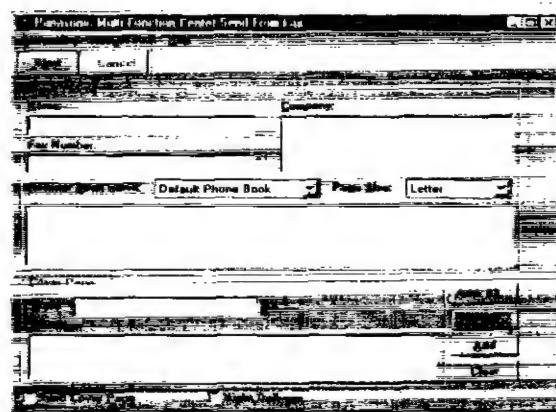
**4** You can access the Address Book application by selecting **Addr Bk...** or the Address Book menu.  
•The Address Book application window will appear.

**5** If you accessed the Address Book application, select **Exit** from the File menu.

**6** Select the **Start** button in the **Send From Fax** application window.



<Fig. 1>



<Fig. 2>

\*If you are using Windows 3.1/3.11, the dialog box image shown above will slightly differ from the actual one.



# Making an Address Book

The Address Book is your personal information database for fax and telephone numbers.

## To make the Address Book:

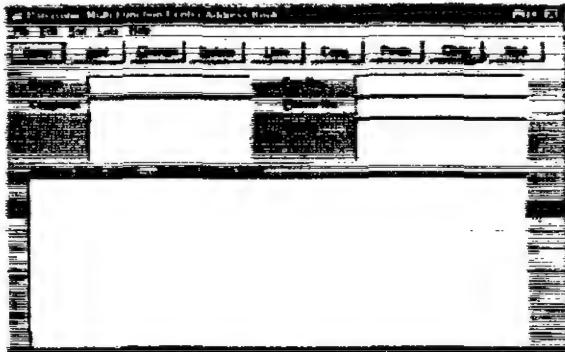
### 1 For Windows 95 Users:

Select the **Start** button. Point to **Programs**, point to **Multi-Function Centre**, then click **Address Book**.

#### For Windows 3.1/3.11 Users:

Double click **Address Book** in the Multi-Function Centre program group.

- An Address Book will be displayed. <Fig. 1>



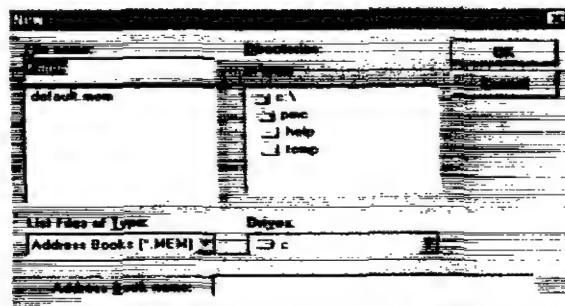
<Fig. 1>

### 2 Click the **File** menu and select **New**.

- A New dialog box will be displayed. <Fig. 2>

### 3 Enter the File Name. Enter the Address Book name. Click the **OK** button.

- The Address Book is made.



<Fig. 2>

## To make an entry in the Address Book:

### 1 Click the **Open** button.

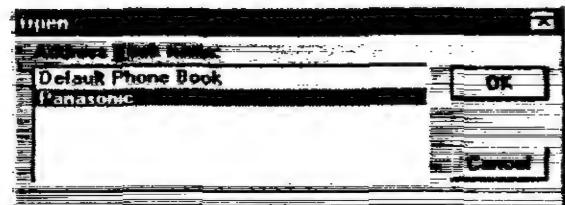
- The open dialog box will be displayed. <Fig. 3>

### 2 Select the desired Address Book and click the **OK** button.

### 3 Enter or edit the Name, Company, Fax No., Telephone No. and Notes.

### 4 Click the **Add** button. <Fig. 4>

- The entry will be added to the Address Book.

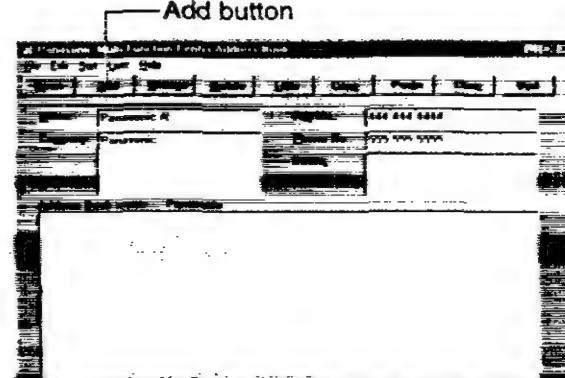


<Fig. 3>

## Broadcast

When sending the same document to more than one location, you can use the list function in the Address Book. You may select as many locations as you want from the Address Book.

\*If you are using Windows 3.1/3.11, the dialog box images shown will slightly differ from the actual ones.



<Fig. 4>

# Scanning and saving documents

Your facsimile unit can be used as a scanner to enable you to incorporate image files into other Windows applications. The scanned file can be saved as an .ALA (image) file, a .TIF, .PCX, .DCX, or .BMP file.

- 1** Place the document(s) on your fax machine.  
<Fig. 1>

- 2** **For Windows 95 Users:**

- Select the **Start** button. Point to **Programs**, point to **Multi-Function Centre**, and then click **Viewer**.
- The **Viewer** application window will appear.

- For Windows 3.1/3.11 Users:**

- Double click **Viewer** in the **Multi-Function Centre**.
- The **Viewer** application window will appear.

- 3** Select **Scan** from the **File** menu. <Fig. 2>  
•The TWAIN Scanner dialog box will appear.  
<Fig. 3>

- 4** Set the intensity and optimize for the type of document you are scanning.

- 5** Select **Scan**.

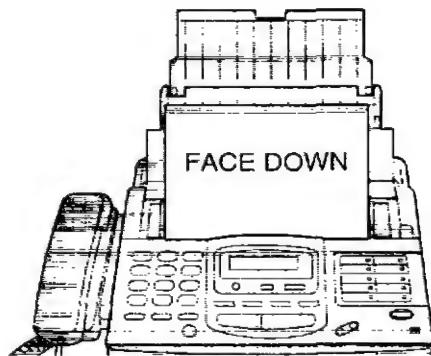
- The scanned document is displayed in the **Viewer** application window.

- 6** Select **Save As...** from the **File** menu.

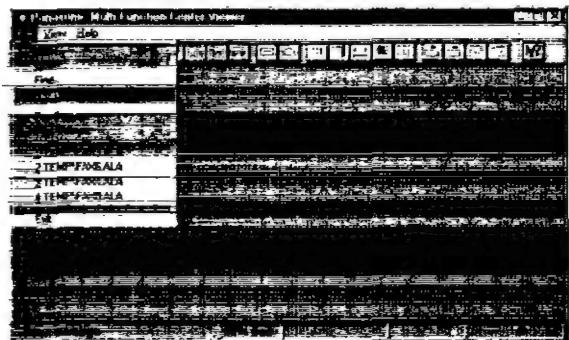
- The **Save As** dialog box will appear. <Fig. 4>

- 7** Enter the file name in the **File name** text box, and then select the drive and directory where you want to store the document.

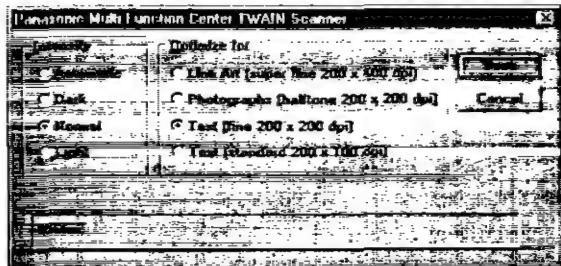
- 8** Select the **OK** button.



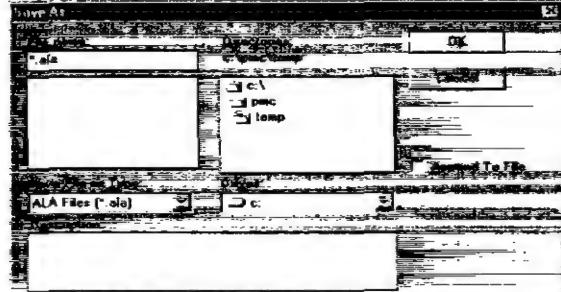
<Fig. 1>



<Fig. 2>



<Fig. 3>



<Fig. 4>

\*If you are using Windows 3.1/3.11, the dialog box images shown will slightly differ from the actual ones.

# Receiving faxes directly to your fax machine

If you do not want to be disturbed by incoming faxes when using the PC, but want to receive faxes directly to your facsimile machine, set one of the following.

- Pause your Inbox on the PC.
- Turn off the PC LINK on the facsimile unit.

## To pause your Inbox

From the Inbox window select **Pause Inbox** from the **File** menu or select the **Pause Inbox** check box on the Toolbar.

## To turn off the PC LINK on the facsimile unit

- When this feature is off, any operation from your PC like fax transmission/reception, scanning, printing or copying cannot be performed.

**1** Press **MENU**.

Display: **SYSTEM SET UP**

**2** Press **#**, then **1 4**.

**PC LINK**

**3** Press **START/COPY/SET**.

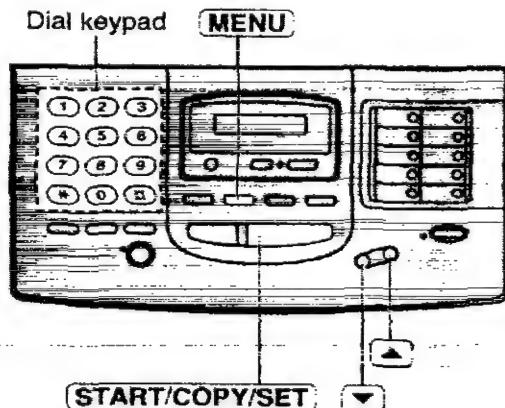
**MODE=ON [▼▲]**

**4** Press **▼** or **▲** to select "OFF".

- To turn on the PC LINK on the facsimile unit, select "ON".

**5** Press **START/COPY/SET**.

**6** Press **MENU**.



# Getting help for further information

To obtain information about the Multi-Function Centre applications, use the help function. For help, follow these steps.

## For Windows 95 Users:

1. Click the **Start** button.
2. Click **Programs**.
3. Click **Multi-Function Centre**.
4. Click the application you need help with.
5. Click **Help** menu.
6. Click **Index** or **Contents** and choose the subject you need help with.

## For Windows 3.1/3.11 Users:

1. In Program manager, double click **Multi-Function Centre**.
2. Double click the application you need help with.
3. Click **Help** menu.
4. Click **Index** or **Contents** and choose the subject you need help with.

# Functions of the Multi-Function Centre applications

Applications	Functions
<b>Viewer</b>	<p><i>Editing images</i></p> <ul style="list-style-type: none"><li>•Clearing portions of an image</li><li>•Copying to the Windows Clipboard</li><li>•Cropping images</li><li>•Cutting images</li><li>•Cutting or copying an entire image</li><li>•Inverting the color of an image</li><li>•Pasting from the Windows Clipboard</li><li>•Stretching and shrinking images</li><li>•Symmetrically changing the size of an image</li></ul> <p><i>Viewing Images</i></p> <ul style="list-style-type: none"><li>•Adding an application button to the Action Bar</li><li>•Arranging how windows and icons are displayed</li><li>•Displaying thumbnails</li><li>•Hiding or displaying the Toolbar, Status Bar or Action Bar</li><li>•Magnification, reductions or orientations</li><li>•Next or previous page</li><li>•Rotating the image</li><li>•Viewing different pages of a multiple page file</li><li>•Zooming—Sizing the image to the size of the window</li><li>•Zooming in a specified area of the image</li></ul>
<b>Copier</b>	<ul style="list-style-type: none"><li>•Making a Copy</li><li>•Making multiple copies</li><li>•Reducing/enlarging your copy</li><li>•Setting up your Copier</li><li>•Choosing a printer</li></ul>
<b>Address Book</b>	<ul style="list-style-type: none"><li>•Changing address books</li><li>•Copying Information into the clipboard</li><li>•Dialling a voice number</li><li>•Pasting information into your address book</li><li>•Printing an address book entry or the entire book</li><li>•Saving the address book as a file</li><li>•Sending a cover page fax</li><li>•Using editing key combinations to Cut, Paste, Copy and Undo editing</li></ul>

# Getting help for further information (cont.)

Applications	Functions
<b>Message Centre</b>	<ul style="list-style-type: none"><li>• Cover page—Creating and Setting up</li><li>• Setting Up Your Personal Information—PC Fax Logo, Telephone Number, and Night Delivery Time</li><li>• Time/Date stamp on received faxes</li><li>• Resending a fax</li><li>• Automatically printing incoming faxes</li><li>• Loading the Message Centre automatically</li></ul> <p><b>Received Faxes</b></p> <ul style="list-style-type: none"><li>• Inbox Activity Log</li><li>• Automatically deleting your faxes after printing</li><li>• Deleting faxes</li><li>• Stop receiving faxes on the PC</li><li>• Manually receiving faxes</li><li>• Monitoring the fax line status</li><li>• Pausing and Resuming the Inbox so that you can run other communications programs</li><li>• Previewing a received fax listed in the Inbox window</li><li>• Printing faxes</li><li>• Saving faxes</li><li>• Viewing the list of received faxes</li><li>• Stamping received facsimiles with the time/date received</li><li>• Viewing faxes</li></ul> <p><b>Sending Faxes</b></p> <ul style="list-style-type: none"><li>• Viewing the list of outgoing faxes</li><li>• Resending undelivered facsimiles</li><li>• Changing the destination fax number or delivery schedule</li><li>• Unsuccessful dialling attempts</li></ul> <p><b>Cancelling Faxes</b></p> <ul style="list-style-type: none"><li>• Pause and Resume sending facsimiles</li><li>• Deleting facsimiles</li><li>• Monitoring the Fax line status</li><li>• Viewing the Outbox queue</li><li>• Outbox Activity Log</li></ul>
<b>Send From Fax</b>	<ul style="list-style-type: none"><li>• Adding the current addressee to an Address Book</li><li>• Changing Address Books</li><li>• Choosing the Resolution</li><li>• Phone Number (addressing your fax)</li><li>• Sending a fax to multiple recipients (Specify To: Cc: Faxes)</li><li>• Sending a fax while you are doing other work on your PC</li><li>• Sending a fax with a cover page</li><li>• Sending a fax without a cover page</li><li>• Setting up your scanner</li><li>• Sorting the Address Book</li><li>• Specifying a distribution list as your fax destination</li></ul>
<b>Finder</b>	<ul style="list-style-type: none"><li>• Deleting files</li><li>• Printing, viewing and faxing files</li><li>• Searching for files</li></ul>
<b>Launch Pad</b>	<ul style="list-style-type: none"><li>• Adding an application to your Launch Pad icon bar</li><li>• Automatically activating the Launch Pad</li><li>• Making your Launch Pad icon bar always visible on your desktop</li><li>• Removing an application from the Launch Pad</li></ul>

# Troubleshooting

## Error messages on the display

If the unit detects a problem, one or more of the following messages will appear on the display:

DISPLAY MESSAGE	CAUSE & REMEDY
CALL SERVICE	•There is something wrong with the unit. Contact our service personnel.
CHECK COVER	•The front cover is open. Close it.
CHECK DOCUMENT	•The document is not fed into the unit properly. Reinsert the document. If misfeeding occurs frequently, clean the document feeder rollers inside the unit (p. 105). If the problem remains, adjust the feeder pressure (p. 102).
CHECK FILM	•The film cartridge is not inserted properly. Reinsert it correctly (p. 103, 104).
CHECK LEVER	•The recording paper set lever is released. Push it back to set the lever (p. 11).
CHECK MEMORY	•Memory (telephone numbers, parameters, etc.) has been erased. Re-program.
CHECK PAPER	•The recording paper is not installed or the unit ran out of paper. Install paper (p. 10). •The recording paper is not fed into the unit properly or has jammed near the recording paper entrance. Clear the jammed paper (see "When paper has jammed near the recording paper entrance" on page 101). Do not install folded or heavily curled paper in the paper tray.
FAX IN MEMORY	•The unit has (a) document(s) in memory. See the other message instructions to print out the document(s).
FAX MEMORY FULL	•The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper or clear the paper jam. •When performing memory or multistation transmission, the document being stored exceeds the memory capacity of the unit. Transmit the entire document by using manual or automatic transmission.
FILM EMPTY	•The film is empty. Replace the film or film cartridge with a new one (p. 103, 104). •The film is slack. Tighten it (see step 8 on page 104) and install again.
FILM NEAR EMPTY	•The remaining film can print approx. 10 pages of A4 size documents. Prepare a new film or film cartridge (p. 8).
MESSAGE FULL	•There is no room left in memory to record a voice message. Erase some or all of the messages (p. 29, 56).
NO RESPONSE	•The receiving unit is busy or ran out of recording paper. Try again.
PAPER JAMMED	•A recording paper jam occurred under the film cartridge. Clear the jammed paper (p. 100).

(continued)

## Error messages on the display (cont.)

DISPLAY MESSAGE	CAUSE & REMEDY
PC FAIL OR BUSY	<ul style="list-style-type: none"><li>The fax function cannot be operated on the PC. The RS232C cable is not connected correctly, or the software is not running on the PC.</li></ul>
PLEASE WAIT	<ul style="list-style-type: none"><li>The unit is checking if the film is set correctly. Wait for a while.</li></ul>
POLLING ERROR	<ul style="list-style-type: none"><li>The other fax machine does not have a polling feature. Check with the other party.</li></ul>
REDIAL TIME OUT	<ul style="list-style-type: none"><li>The receiving unit is busy or ran out of recording paper. Try again.</li></ul>
REMOVE DOCUMENT	<ul style="list-style-type: none"><li>The document is jammed. Remove the jammed document (p. 102).</li><li>Attempted to transmit a document longer than 600 mm (23"). Press the STOP button and remove the document (p. 102). Divide the document into two or more sheets and try again.</li></ul>
REMOVE PRINTOUT	<ul style="list-style-type: none"><li>There is too much paper on the paper stacker. Remove the printed paper. If the display message still remains after removing the paper, a paper jam may have occurred. Remove the jammed paper (see "When paper has jammed near the recording paper exit" on page 101).</li></ul>
STARTER FILM END	<ul style="list-style-type: none"><li>The starter film is empty. Replace the film or film cartridge with a new one (p. 103, 104).</li></ul>
TRANSMIT ERROR	<ul style="list-style-type: none"><li>A transmission error occurred. Try again.</li></ul>
UNIT OVERHEATED	<ul style="list-style-type: none"><li>The unit is too hot. Let it cool down.</li></ul>

# Before requesting help

## General

PROBLEM	CAUSE & REMEDY
I cannot make and receive calls.	<ul style="list-style-type: none"> <li>The power cord or telephone line cord is not connected. Check the connections (see page 12).</li> </ul>
I cannot make calls.	<ul style="list-style-type: none"> <li>The dialling mode setting is wrong. Check the setting (see page 12).</li> </ul>
The unit does not work.	<ul style="list-style-type: none"> <li>Disconnect the unit from the telephone line and connect to a known working telephone. If the known working telephone operates properly, call your service centre to have the unit repaired. If the known working telephone does not operate properly, consult with your telephone company.</li> </ul>
The unit does not ring.	<ul style="list-style-type: none"> <li>The ringer volume is set to OFF. Adjust to a suitable level (see page 19).</li> </ul>
The REDIAL/PAUSE button does not function properly.	<ul style="list-style-type: none"> <li>If this button is pressed during dialling, a pause will be inserted. If pressed immediately after a dial tone is obtained, the last number dialled will be redialed.</li> </ul>
During programming, I cannot enter the remote fax activation code or the remote operation ID.	<ul style="list-style-type: none"> <li>All or part of the number is the same as another code or ID. Change the number (see pages 47 and 54).</li> </ul>

## Fax transmission

PROBLEM	CAUSE & REMEDY
The other party complains that letters on their received document are distorted.	<ul style="list-style-type: none"> <li>If your line has special telephone services such as call waiting, the service may have been activated during fax transmission. Connect the unit to a line that does not have such services.</li> <li>An extension telephone on the same line is off the hook. Hang up and try again.</li> </ul>
The other party complains that dirty patterns or black lines appear on their received documents.	<ul style="list-style-type: none"> <li>The glass or rollers are dirty. Clean them (see page 105).</li> </ul>
The other party complains that they cannot send documents.	<ul style="list-style-type: none"> <li>The junk mail prohibitor is set to ON. Program their facsimile number for automatic dialling (see page 36) or set the junk mail prohibitor to OFF (see page 48).</li> </ul>
I cannot make an international fax call.	<ul style="list-style-type: none"> <li>Use the overseas transmission mode (see page 64).</li> <li>Add two pauses at the end of the telephone number (see page 40).</li> </ul>

# Before requesting help (cont.)

## Fax reception

PROBLEM	CAUSE & REMEDY
I cannot receive documents automatically.	<ul style="list-style-type: none"><li>The receive mode is set to the TEL mode. Set to the ANS/FAX, TEL/FAX or FAX mode.</li><li>The time to answer the call may be too long. Decrease the number of rings (see pages 61 and 62).</li><li>The greeting message is too long. Shorten the message (see page 49).</li><li>The junk mail prohibitor is set to ON (see page 48).</li></ul>
The recording image is faint.	<ul style="list-style-type: none"><li>The sender transmitted a faint document. Ask them to transmit a clearer copy of the document.</li><li>The thermal head is dirty. Clean it (see page 105).</li></ul>
The printing quality is poor.	<ul style="list-style-type: none"><li>Some paper has instructions recommending the side to print on. Try turning over paper.</li></ul>
A blank sheet is ejected after the received documents are printed out.	<ul style="list-style-type: none"><li>The receiving reduction rate is not programmed correctly. Program the proper reduction rate (see page 66).</li></ul>

## Answering device

PROBLEM	CAUSE & REMEDY
No voice messages have been recorded in the ANS/FAX mode.	<ul style="list-style-type: none"><li>The memory is full. Erase some or all of the messages (see pages 29 and 56).</li></ul>
I cannot retrieve recorded messages from a remote telephone.	<ul style="list-style-type: none"><li>Make sure that you use the remote operation ID correctly (see page 54).</li></ul>

## Copying

PROBLEM	CAUSE & REMEDY
A dirty pattern or a black line appears on the copied documents.	<ul style="list-style-type: none"><li>The glass or rollers are dirty. Clean them (see page 105).</li></ul>
The copied image is distorted.	<ul style="list-style-type: none"><li>The thermal head is dirty. Clean it (see page 105).</li></ul>
The document is not copied properly.	<ul style="list-style-type: none"><li>The film is not inserted correctly. Insert it correctly (see pages 103 and 104).</li></ul>
The copied document is blank.	<ul style="list-style-type: none"><li>The film is not inserted correctly. Insert it correctly (see pages 103 and 104).</li></ul>
The printing quality is poor.	<ul style="list-style-type: none"><li>Some paper has instructions recommending the side to print on. Try turning over paper.</li></ul>
A paper jam occurs during copying.	<ul style="list-style-type: none"><li>The film is not inserted correctly. Insert it correctly (see pages 103 and 104).</li></ul>

# If a power failure occurs...

When a mains power failure occurs, note the following:

- You are only able to use the unit as a standard telephone. You can place and receive calls using the handset and dial keypad only.
- Transmission and reception will be interrupted. Check the transaction by printing a journal report.
- If fax documents are stored in memory, they will be lost. When power is restored, a power down report will be printed out stating which contents in memory have been erased.
- If delayed transmission is set and the programmed start time has passed during a power failure, transmission will be attempted soon after power is restored.

## Power down report

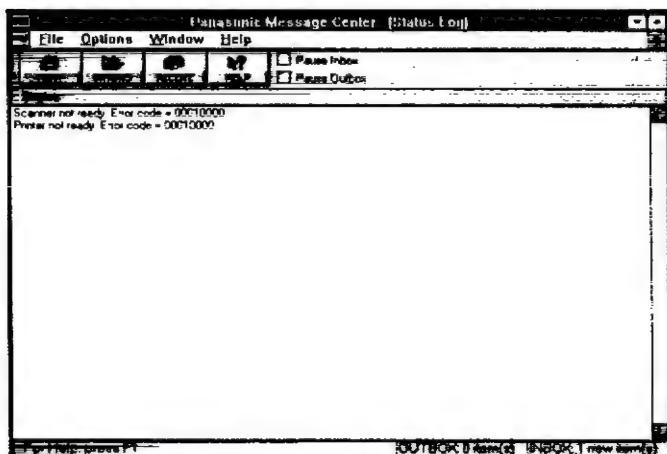
The power down report will be automatically printed out after power is restored.  
The report will not be printed out when there are no documents stored in memory.

### Power down report sample

POWER DOWN REPORT			
POWER DOWN AT: 05 Jan. 1998 04:30AM			
RESTARTED AT: 05 Jan. 1998 04:31AM			
<< WARNING >> CONTENTS HAVE BEEN CLEARED DUE TO POWER DOWN. FOR ADDITIONAL INFORMATION, PLEASE SEE THE JOURNAL REPORT.			
NO.	OTHER FAXSIMILE	MODE	PAGES
01	<FAX & NOT AVAIL. >	FAX	01
FUNCTION			
MEMORY RECEIVE			

# Error codes on your PC when using Multi-Function Centre software

When using the Multi-Function Centre software and the printer or scanner function is initiated and an error occurs, an 8 digit error code will be displayed on the status log window.  
See the printer 8 digit error code below and the scanner 8 digit code on page 99.



## ■ Error code for "Printer not ready." status:

0							0
---	--	--	--	--	--	--	---

### Recording paper set lever:

When this digit is "1", the recording paper set lever is released. Push it back to set the lever (p. 11).

### Paper jam near the recording paper entrance:

When this digit is "1", the recording paper is not fed into the unit properly or has jammed near the recording paper entrance. To clear, see page 101.

### Paper jam under the film cartridge or too much paper on the paper stacker:

When this digit is "1", the recording paper jammed under the film cartridge or there is too much paper on the paper stacker. Clear the jammed paper (p. 100) or remove the printed paper.

### Cover open:

When this digit is "1", the top cover is open. Close it.

### Film:

When this digit is "1", film is empty or the film is not inserted in the cartridge correctly. Replace the film or film cartridge with a new one (p. 103) or reinsert the film correctly by referring to step 8 on page 104.

### Unit overheat:

When this digit is "1", the unit is overheated. Leave it to cool down.

■ Error code for "Scanner not ready." status:

0	0	0				0	0
---	---	---	--	--	--	---	---

**Document feed:**

When this digit is "1", the document is not fed into the unit properly. Reinsert the document.

**Document jam:**

When this digit is "1", the document is jammed. Remove the jammed document (p. 102).

**Cover open:**

When this digit is "1", the top cover is open. Close it.

**For example:**

If "1" appears in the 8 digit code, see the corresponding instructions and solve the problem.

e.g. When "Scanner not ready. Error code=00010000" is displayed on the Status Log window:

**Cause & remedy**—The top cover is open. Close it.



# Clearing a recording paper jam

If the unit does not eject any recording paper during reception or copying, the recording paper has jammed. Remove the jammed paper by following the display message on this page and page 101.

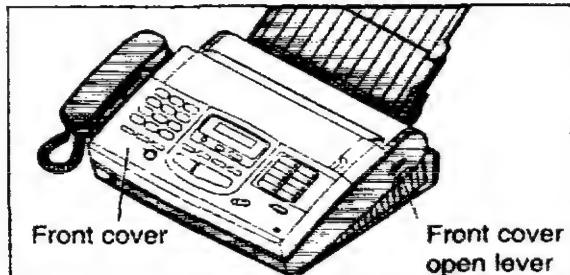
## When paper has jammed under the film cartridge

The display will show the following message:

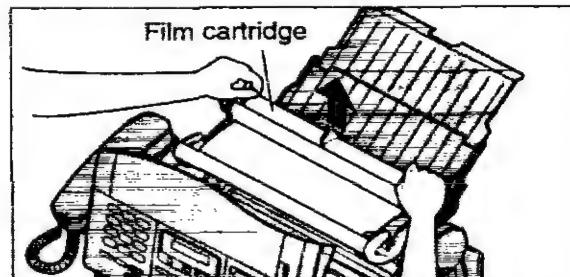
PAPER JAMMED

Remove the jammed paper as follows:

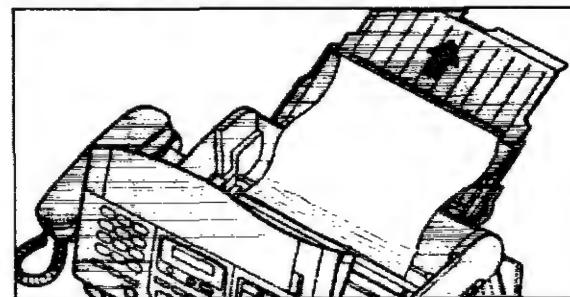
- 1 Slide the front cover open lever forward to unlock the front cover and lift open.



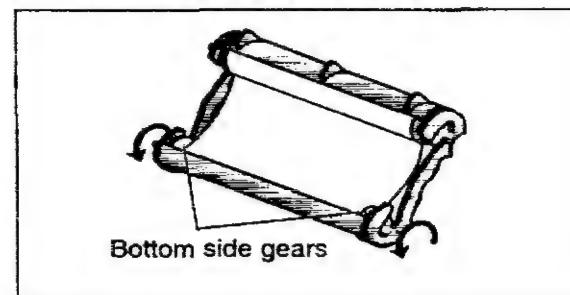
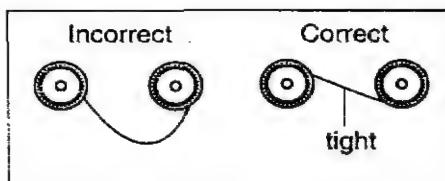
- 2 Remove the film cartridge.



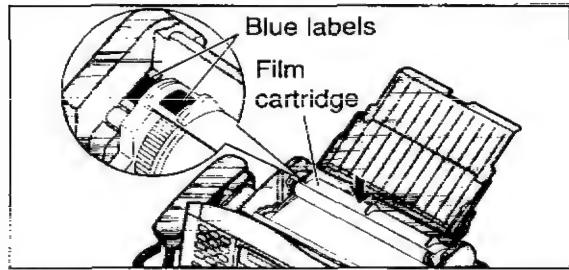
- 3 Remove the jammed recording paper.



- 4 If the film is slack, tighten it by winding the bottom side gears.



- 5** Replace the film cartridge by matching the blue label side of the cartridge with that on the unit.
- 6** Close the front cover securely by pushing down on both ends.



## When paper has jammed near the recording paper entrance

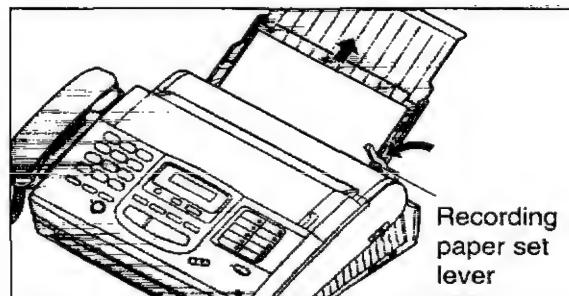
---

The display will show the following message:

**CHECK PAPER**

Remove the jammed paper as follows:

Pull the recording paper set lever forward, then pull out the jammed recording paper from the recording paper entrance.



## When paper has jammed near the recording paper exit

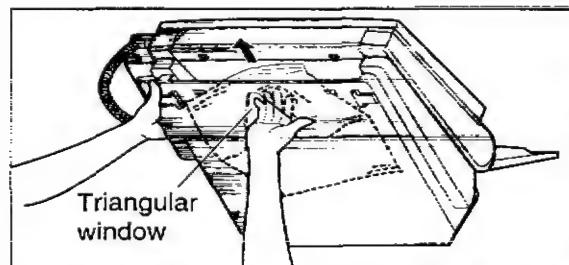
---

The display will show the following message:

**REMOVE PRINTOUT**

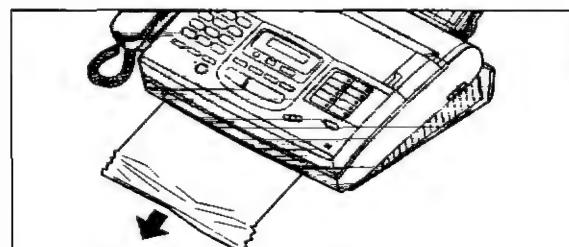
Remove the jammed paper as follows:

- 1** Lift the unit slightly and push out the jammed recording paper from the triangular window on the bottom of the unit.



- 2** Remove the jammed recording paper from the recording paper exit.

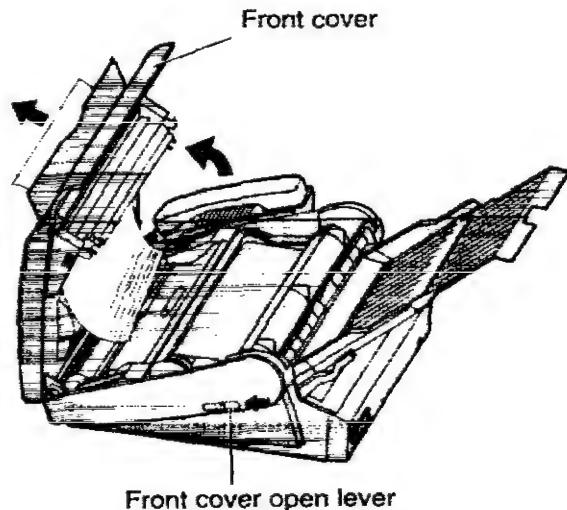
•If you cannot remove the jammed paper, remove it by following steps 1–4 on page 100.



# Clearing a document jam

If the unit does not release the original document during feeding, remove the document as follows:

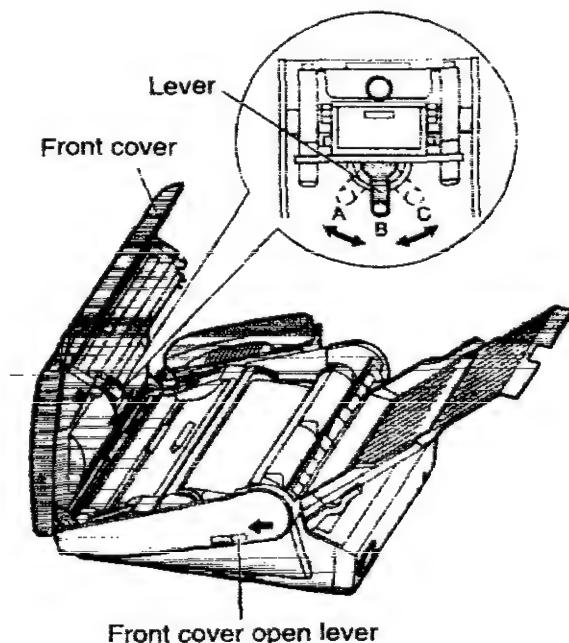
- 1** Slide the front cover open lever forward to unlock the front cover and lift open.
- 2** Remove the jammed document carefully.
- 3** Close the front cover securely by pushing down on both ends.



# Adjusting the feeder pressure

When no feeding or multiple feeding occurs frequently, adjust the feeder pressure.

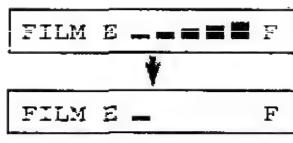
- 1** Slide the front cover open lever forward to unlock the front cover and lift open.
- 2** Shift the position of the lever by using an instrument with a pointed end, like a clip or ball-point pen.  
Position A: When documents do not feed  
Position B: Standard position (pre-selected)  
Position C: When documents multiple feed
- 3** Close the front cover securely by pushing down on both ends.



## Routine care

### Checking the remaining film

Press [FILM REMAINING] while the unit is idle. The display indicates the approximate amount of remaining film.



When the film indicator points to this position, the remaining film will print up to 20 pages of A4 size documents. Prepare a new film or film cartridge for replacement.

### Replacing the film or film cartridge

When the unit detects the end of the film, one of the following messages will be displayed:

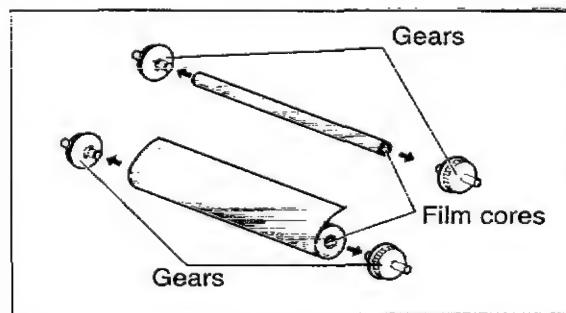
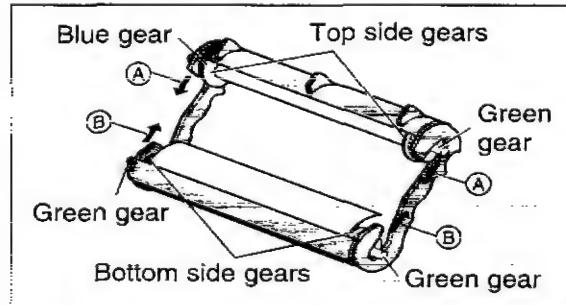
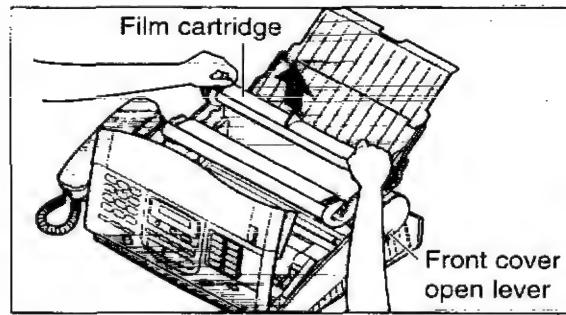
FILM NEAR EMPTY	The remaining film prints approx. 10 pages of A4 size documents. Prepare a new film or film cartridge.
FILM EMPTY	The film is empty. Replace the film or film cartridge with a new one.

To order replacement parts, see page 8.

- 1 Slide the front cover open lever forward to unlock the front cover and lift open.
- 2 Remove the film cartridge.
  - If you have purchased a film cartridge (Model no. KX-FA135X) for replacement, skip to step 9.
  - To replace only the film, go to step 3.
- 3 Unlock the four gears by (Ⓐ) pulling the top side gears (blue and green) forward and (Ⓑ) pushing back the bottom side gears (green). Remove the used film.
- 4 Remove the four gears from the used film cores.

**Caution:**

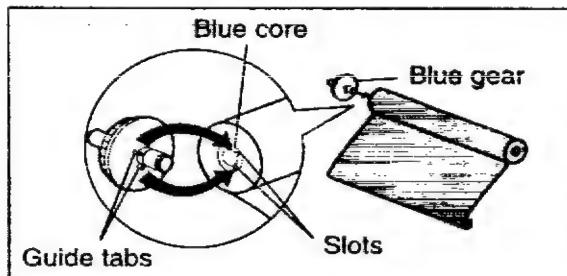
- The film is not reusable. You can order a new film for replacement through your nearest authorized Panasonic dealer.



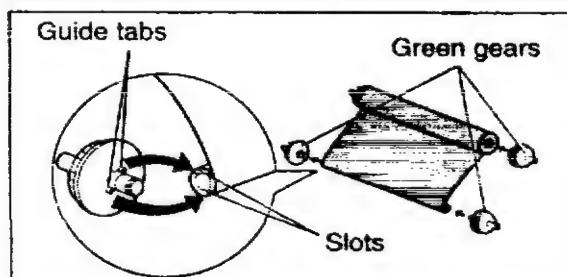
(continued)

## Replacing the film or film cartridge (cont.)

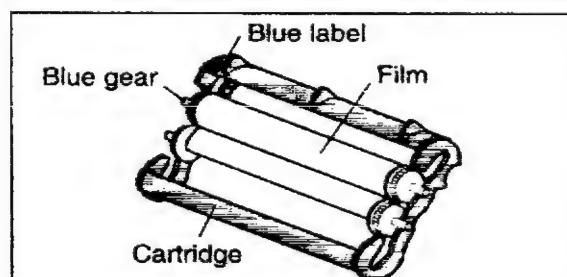
**5** Insert the blue gear into the blue core of the new film.



**6** Insert the three green gears into the remaining cores of the new film.

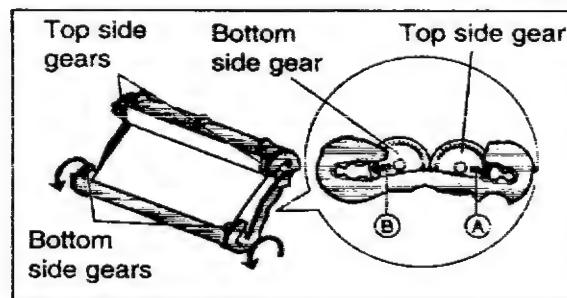
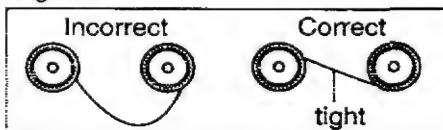


**7** Insert the film into the cartridge so that the blue gear matches the blue label on the cartridge.



**8** Lock the four gears of the film by (A) pushing back the top side gears and (B) pulling the bottom side gears forward until they lock into place.

- If the film is slack, tighten it by winding the bottom side gears.



**9** Insert the film cartridge by matching the blue label on the cartridge with that on the unit.

**10** Close the front cover securely by pushing down on both ends.

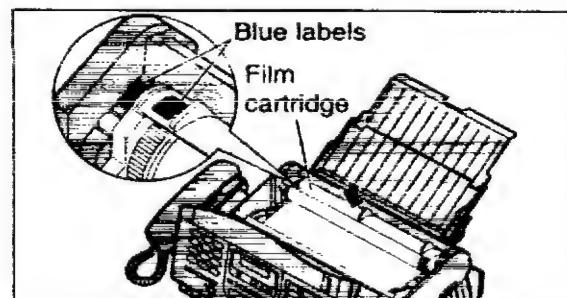
- The unit will check that the film is set correctly and the following message will be displayed:

Display: PLEASE WAIT

- If the following message is displayed, the film is not inserted correctly:

CHECK FILM

Reinsert it correctly.



# Cleaning the inside of the unit

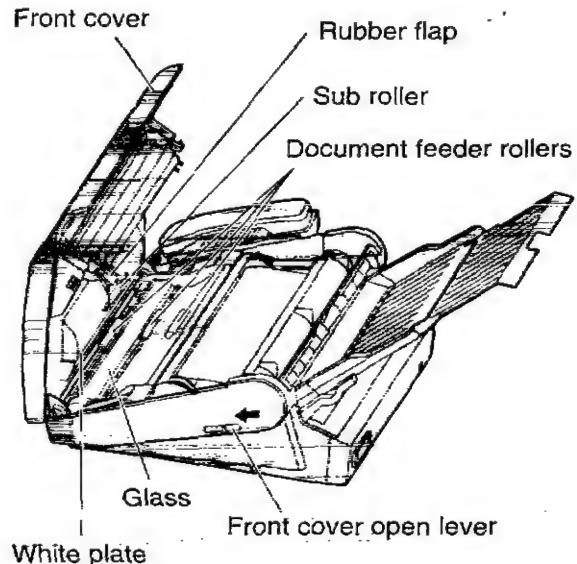
## Cleaning the document feeder unit

If misfeeding occurs frequently or dirty patterns or black bands appear on a copied or transmitted document, clean the document feeder rollers, sub roller, rubber flap, white plate and glass.

- 1 Disconnect the power cord and the telephone line cord.
- 2 Slide the front cover open lever forward to unlock the front cover and lift open.
- 3 Clean the document feeder rollers, sub roller and rubber flap with a cloth moistened with isopropyl rubbing alcohol, and let dry thoroughly.
- 4 Clean the white plate and glass with a soft dry cloth.
- 5 Close the front cover by gently pressing down on both ends.
- 6 Connect the power cord and the telephone line cord.

**Caution:**

- Do not use paper products (such as paper towels or tissues) to clean the inside of the unit.



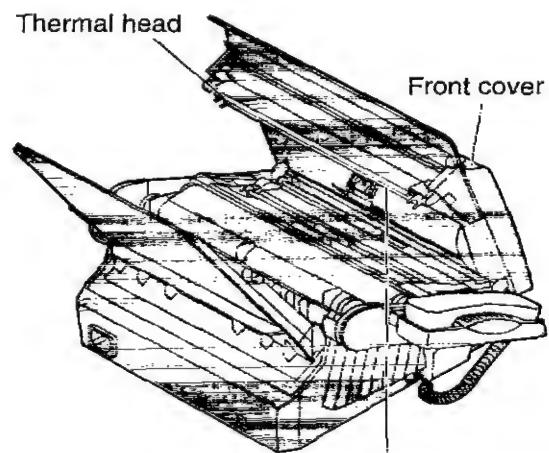
## Cleaning the thermal head

If dirty patterns or black bands appear on a copied or received document, clean the thermal head.

- 1 Disconnect the power cord and the telephone line cord.
- 2 Slide the front cover open lever forward to unlock the front cover and lift open.
- 3 Clean the thermal head with a cloth moistened with isopropyl rubbing alcohol, and let dry thoroughly.
- 4 Close the front cover by gently pressing down on both ends.
- 5 Connect the power cord and the telephone line cord.

**Caution:**

- To prevent a malfunction due to static electricity, do not use a dry cloth and do not touch the thermal head directly with your finger.



**Caution**

- Do not push on the black cover.

# **General Information**

## **Important information**

**APPROVED** for connection to telecommunication systems specified in the instructions for use subject to the conditions set out in them.

504374

The connection to the telecommunication systems must not be hard wired and must be unplugged before the earth is disconnected.

### **Method of connection**

This apparatus is connected to the exchange line or PABX/PMBX extension by the new standard British Telecom plug and socket. Arrangements for provision of this type of termination can be made through the nearest British Telecom Sales Office.

This apparatus may be connected to the following types of installation. This apparatus has been approved for use under the following conditions;

- a) For connection to the public switched telephone network (PSTN) and compatible (Private Branch Exchange), which use loop disconnect signalling and DTMF signalling. (Please consult your supplier for an up to date list of compatible PBX's.)
- b) The apparatus can be used on extension sockets connected to a direct exchange line (D.E.L.).
- c) This apparatus is suitable for connection to the telecommunication system directly or via compatible private branch exchange as an extension.

The supplier of the apparatus should be consulted for an up to date list of PBX's with which the apparatus is compatible.

It cannot be guaranteed that the apparatus will operate under all possible conditions of connection to compatible PBX's.

- This apparatus is suitable for connection to a PBX with or without initial proceed indication.
- This apparatus is suitable for connection to a PBX with or without secondary proceed indication.

Any cases of difficulty should be referred in the first instance to the supplier of the apparatus.

- d) The apparatus must not be connected in the following manner:
  - As an extension to a pay phone
  - As a party line with shared service

This apparatus has been approved for the use of the following facilities:

### **Integrated Telephone System**

- 1) Simple telephone facility
- 2) Auto-calling
- 3) Last number redial
- 4) PBX time break: Selectable time break/earth recall for PBX
- 5) Loop disconnect signalling
- 6) DTMF signalling
- 7) Speaker-phone

### **Answering and Recording System**

- 1) 2-step caller's recording time: LONG/SHORT
- 2) Monitoring a telephone call
- 3) Remote turning on the ANS/FAX mode
- 4) Auto disconnect

### **Faximile System**

- 1) MODEM facility

Any other usage will invalidate the approval of the apparatus if as a result, it then ceases to conform to the standards against which approval was granted.

### **Ringer Equivalence Number (REN)**

This relates to the performance of the apparatus when used in combination with other items of apparatus. It enables the calculation of the maximum number of items of apparatus that may be connected simultaneously to the line by summing the REN values of each item. A BT supplied instrument has a REN value of 1 unless otherwise marked. A maximum REN value of 4 should not be exceeded. The REN value of this apparatus is 1.0.

The approval of this apparatus for connection to the telecommunication systems is invalidated if the apparatus is subject to any modification in any material way not authorised by BABT or it is used with or connected to internal software that has not been formally accepted by BABT.

All apparatus connected to the facsimile machine and thereby connected directly or indirectly to telecommunication systems must be approved apparatus as defined in Section 22 of the British Telecommunication Act 1984.

999 or 112 can be dialled on the apparatus for the purposes of making outgoing calls to the BT Emergency (999 or 112) Service.

**NOTES:**

- If you experience any problems with the normal use of your apparatus, you should unplug it from the telephone outlet and connect a known working telephone in its place. If the known working telephone still gives problems, then please contact the customer service department of your PSTN operator (e.g. BT etc.). If it operates properly, then the problems are likely to be a fault in your apparatus. In this case, consult your supplier for advice.
- Your PSTN operator may charge you if they attend a service call that is not due to apparatus supplied by them.



73/23/EEC

89/336/EEC

92/31/EEC

93/68/EEC

# Fitting a plug to the mains lead

This appliance is supplied with a moulded three pin mains plug for your safety and convenience.

A 5 amp fuse is fitted in this plug.

Should the fuse need to be replaced please ensure that the replacement fuse has a rating of 5 amps and that it is approved by ASTA or BSI to BS1362.

Check for the ASTA mark  or the BSI mark  on the body of the fuse.

If the plug contains a removable fuse cover you must ensure that it is refitted when the fuse is replaced.

If you lose the fuse cover the plug must not be used until a replacement cover is obtained.

A replacement fuse cover can be purchased from your local Panasonic dealer.

**IF THE FITTED MOULDED PLUG IS UNSUITABLE FOR THE SOCKET OUTLET IN YOUR HOME THEN THE FUSE SHOULD BE REMOVED AND THE PLUG CUT OFF AND DISPOSED OF SAFELY.  
THERE IS A DANGER OF SEVERE ELECTRICAL SHOCK IF THE CUT OFF PLUG IS INSERTED INTO ANY 13 AMP SOCKET.**

If a new plug is to be fitted please observe the wiring code as shown below.

If in any doubt please consult a qualified electrician.

**WARNING: THIS APPLIANCE MUST BE EARTHED.**

## **IMPORTANT:**

The wires in this mains lead are coloured in accordance with the following code:

Green-and-Yellow:	Earth
Blue:	Neutral
Brown:	Live

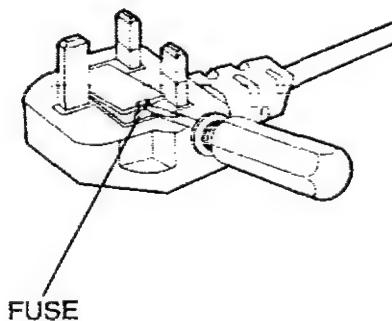
As the colours of the wire in the mains lead of this appliance may not correspond with the coloured markings identifying the terminals in your plug, proceed as follows.

The wire which is coloured GREEN-AND-YELLOW must be connected to the terminal in the plug which is marked with the letter E or by the Earth symbol  or coloured GREEN or GREEN-AND-YELLOW.

The wire which is coloured BLUE must be connected to the terminal in the plug which is marked with the letter N or coloured BLACK.

The wire which is coloured BROWN must be connected to the terminal in the plug which is marked with the letter L or coloured RED.

**How to replace the fuse:** Open the fuse compartment with a screwdriver and replace the fuse and fuse cover.



## CONDITIONS OF GUARANTEE

This guarantee is in addition to and does not in any way affect any statutory or other rights of consumer purchasers. If within the applicable guarantee period, the appliance proves to be defective by reason of faulty design, workmanship or materials, we undertake subject to the following conditions to have the defective appliance (or any part or parts thereof) repaired or replaced free of charge.

1. The appliance shall have been purchased and used solely within the UK and in accordance with standard operating Instructions and the technical and/or Safety Standards required in the UK.
2. The purchaser will within 7 days of purchase complete the included card and send it to us for registration. Failure to return such card could result in delay in providing the guarantee service.
3. The appliance should be returned together with this guarantee and proof of date of purchase promptly on being found defective at the purchaser's risk and expense to the authorized dealer from whom the appliance was purchased or to the nearest authorized dealer. All enquiries must be through such dealers.
4. This guarantee shall not apply to damage caused through fire, accident, lightning, misuse, wear and tear, neglect, incorrect adjustment or repair, to damage caused through installation, adaption, modification or use in an improper manner or inconsistent with the technical and/or safety standards required in the country where this appliance is used, or to damage occurred during transit to or from the purchaser.
5. If at any time during the guarantee period any part or parts of the appliance are replaced with a part or parts not supplied or approved by us or of an objective quality safe and suitable for the appliance, or the appliance has been dismantled or repaired by any person not authorized by us, we shall have the right to terminate this guarantee in whole or in part immediately without further notice.
6. The purchaser's sole and exclusive remedy under this guarantee against us is for the repair or replacement of the appliance or any defective part or parts and no other remedy, including, but not limited to, incidental or consequential damage or loss of whatsoever nature shall be available to the purchaser.
7. This guarantee shall not apply to cassette tapes, batteries and any other items of limited natural life.
8. Our decision on all matters relating to complaints shall be final. Any appliance or defective part which has been replaced shall become our property.
9. The guarantee period applicable to this product shall be 12 months.

Please keep these Operating Instructions with your receipt.

### Panasonic Business Systems U.K.

Receipt No. _____	Date of Purchase _____
Model No. <b>KX-F1830E</b>	Serial No. _____

# Specifications

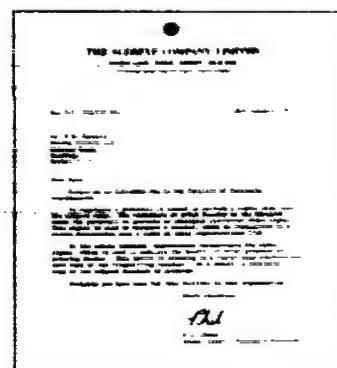
1. Applicable Lines:	Public Switched Telephone Network
2. Document Size:	Max. 216 mm (8½") in width Max. 600 mm (23⅓") in length
3. Effective Scanning Width:	208 mm (8⅜")
4. Recording Paper Size:	A4: 210 × 297 mm (8¼" × 11⅓")
5. Effective Printing Width:	202 mm (7⅓")
6. Transmission Time*:	Approx. 8 s/page (Original mode) Approx. 20 s/page (G3 Normal mode)
7. Scanning Density:	Horizontal: 8 pels/mm (203 pels/inch) Vertical: 3.85 lines/mm (98 lines/inch)—Standard mode 7.7 lines/mm (196 lines/inch)—Fine/Halftone mode 15.4 lines/mm (392 lines/inch)—Superfine mode
8. Halftone Level:	64-level
9. Scanner Type:	CCD image sensor
10. Printer Type:	Thermal printing
11. Data Compression System:	Modified Huffman (MH), Modified READ (MR), Modified Modified READ (MMR)
12. Modem Speed:	14400/12000/9600/7200/4800/2400 bps; Automatic Fallback
13. Operating Environment:	5–35 °C (41–95 °F), 20–80 % RH (Relative Humidity)
14. Dimensions (H×W×D):	149 × 367 × 355 mm (5⅞" × 14⅓" × 13⅓")
15. Mass (Weight):	Approx. 5.2 kg (11.4 lb.)
16. Power Consumption:	Standby: Approx. 7.0 W Transmission: Approx. 16 W Reception: Approx. 38 W Copy: Approx. 52 W Maximum: Approx. 160 W
17. Power Supply:	220–240 V AC, 50 Hz
18. Memory Capacity:	Voice memory**: Approx. 18 minutes of recording time including the greeting message Fax memory***: Approx. 28 pages memory reception Approx. 25 pages memory transmission

\*Transmission speed depends on the contents of the pages, resolution, telephone line conditions and capability of the receiving unit. The 8 second speed is based upon the CCITT No.1 Test Chart.

\*\*Recording time may be reduced by the calling party's background noise.

\*\*\*Based on the CCITT No. 1 Test Chart in standard resolution when the Error Correction Mode is set to OFF.

CCITT No. 1 Test Chart



## Note:

- Any details given in these instructions are subject to change without notice.
- The pictures and illustrations in these instructions may vary slightly from the actual product.

## One-touch dialling list

Memory Station No.	Name/Telephone No.	Memory Station No.	Name/Telephone No.
1		10 (LOWER 1)	
2		11 (LOWER 2)	
3		12 (LOWER 3)	
4		13 (LOWER 4)	
5		14 (LOWER 5)	
6		15 (LOWER 6)	
7		16 (LOWER 7)	
8		17 (LOWER 8)	
9		18 (LOWER 9)	

## One-touch dialling list

Memory Station No.	Name/Telephone No.	Memory Station No.	Name/Telephone No.
1		10 ((LOWER) 1)	
2		11 ((LOWER) 2)	
3		12 ((LOWER) 3)	
4		13 ((LOWER) 4)	
5		14 ((LOWER) 5)	
6		15 ((LOWER) 6)	
7		16 ((LOWER) 7)	
8		17 ((LOWER) 8)	
9		18 ((LOWER) 9)	

## Speed dialling list

Station No.	Name/Telephone No.	Station No.	Name/Telephone No.	Station No.	Name/Telephone No.
00		34		68	
01		35		69	
02		36		70	
03		37		71	
04		38		72	
05		39		73	
06		40		74	
07		41		75	
08		42		76	
09		43		77	
10		44		78	
11		45		79	
12		46		80	
13		47		81	
14		48		82	
15		49		83	
16		50		84	
17		51		85	
18		52		86	
19		53		87	
20		54		88	
21		55		89	
22		56		90	
23		57		91	
24		58		92	
25		59		93	
26		60		94	
27		61		95	
28		62		96	
29		63		97	
30		64		98	
31		65		99	
32		66			
33		67			

## Speed dialling list

Station No.	Name/Telephone No.	Station No.	Name/Telephone No.	Station No.	Name/Telephone No.
00		34		68	
01		35		69	
02		36		70	
03		37		71	
04		38		72	
05		39		73	
06		40		74	
07		41		75	
08		42		76	
09		43		77	
10		44		78	
11		45		79	
12		46		80	
13		47		81	
14		48		82	
15		49		83	
16		50		84	
17		51		85	
18		52		86	
19		53		87	
20		54		88	
21		55		89	
22		56		90	
23		57		91	
24		58		92	
25		59		93	
26		60		94	
27		61		95	
28		62		96	
29		63		97	
30		64		98	
31		65		99	
32		66			
33		67			

# Index

- A** Address Book ..... 79, 88, 91  
Advanced features ..... 60  
  Resetting ..... 74  
ALL MESSAGES button ..... 28, 30  
ANS/FAX mode ..... 24, 26  
ANS/FAX ring count ..... 61  
Automatic dialling ..... 36, 37  
AUTO RECEIVE button ..... 24, 26  
AUTO RECEIVE mode ..... 24, 26, 32
- B** Basic features ..... 60  
BROAD CAST key ..... 44, 45
- C** Call counter ..... 28  
Caller's recording time ..... 63  
CHECK button ..... 50  
Cleaning ..... 105  
Communication messages ..... 77  
Copier ..... 79, 91  
COPY button ..... 20  
Cover page ..... 46
- D** Date and time ..... 15  
Delayed transmission ..... 42  
DELETE key ..... 16  
Dialling mode ..... 12  
DIGITAL SP-PHONE button ..... 18  
DIRECTORY button ..... 37, 38  
Display contrast ..... 67  
Document jam ..... 102  
Document size ..... 110  
Documents (the unit can feed) ..... 21
- E** ECM communication ..... 74  
Electronic telephone directory ..... 38  
ERASE button ..... 29, 50  
Error message ..... 93, 94  
Extension copy ..... 58
- F** Facsimile telephone number ..... 17  
Fax auto redial ..... 37  
FAX mode ..... 24, 32  
Fax pager ..... 72  
FAX ring count ..... 62  
Fax voice guidance ..... 22, 23, 25, 70  
Feature list ..... 75  
Feeder pressure ..... 102  
Film detection ..... 73  
Film/Film cartridge, replacing ..... 103, 104  
Film/Paper save reception ..... 65  
FILM REMAINING button ..... 103  
Finder ..... 79, 92  
Friendly reception ..... 25, 70
- G** Greeting messages ..... 49
- H** HELP button ..... 14  
HYPHEN key ..... 16
- I** ICM monitor ..... 71  
INSERT key ..... 16
- J** Journal auto print ..... 76  
Journal report ..... 75, 77  
Junk mail prohibitor ..... 48
- L** Launch pad ..... 79, 92  
Logo ..... 16  
Logo print position ..... 64  
LOWER key ..... 36, 37
- M** MANUAL RECEIVE mode ..... 24, 34  
Memory reception alert ..... 68  
Memory transmission ..... 43  
MEMO/2WAY REC button ..... 31  
Message alert ..... 67  
Message Centre ..... 79, 84, 92  
Message transfer ..... 52  
Multi Transmission report ..... 45  
MUTE button ..... 18
- N** NEW MESSAGES button ..... 28, 30
- O** One-touch dialling ..... 36, 37  
One-touch memory keys ..... 16, 36, 37  
Overseas transmission mode ..... 64
- P** PAUSE button ..... 40  
PC Link ..... 90  
Polling ..... 41  
Power down report ..... 97
- Q** QUICK button ..... 30
- R** REC button ..... 49  
RECALL button ..... 40  
Recall mode ..... 69  
Receiving reduction ..... 66  
Recording paper jam ..... 100, 101  
Recording paper size ..... 10, 110  
Recording time alert ..... 68  
Recording time for  
  ANS/FAX greeting message ..... 71  
REDIAL button ..... 40  
Reduction copy ..... 59  
Remote fax activation code ..... 47  
Remote operation ID ..... 54  
REPEAT button ..... 30  
Reserving transmission ..... 46  
RESOLUTION button ..... 20

## **Index (cont.)**

- S** SECRET key ..... 16, 36  
SELECT button ..... 49, 50  
Send From Fax ..... 79, 87, 92  
Silent fax recognition ring ..... 63  
SKIP button ..... 30  
SLOW button ..... 30  
SPACE key ..... 16  
Speed dialling ..... 36, 37  
Summary of user programmable features ..... 60
  
- T** Telephone number list ..... 75  
TEL mode ..... 24, 25  
TEL/FAX mode ..... 24, 33, 34, 35  
TEL/FAX ring count ..... 62  
Toll saver ..... 61  
TONE button ..... 40  
Transmission report ..... 76, 77
  
- V** Viewer ..... 79, 91  
Voice contact ..... 39  
Voice guide ..... 23  
Voice time/day stamp ..... 28  
VOLUME button ..... 15, 18, 19



144

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